

**BLUE BOOK
REGULATIONS**



For The
**SOUTH CAROLINA
CORPS OF CADETS**

School Year 2017-2018
04 August 2017

THE CITADEL
The Military College of South Carolina
Charleston, South Carolina 29409

26 August 2017

MEMORANDUM NUMBER 1

REGULATIONS FOR THE CORPS OF CADETS

1. The following regulations, to be known as *THE BLUE BOOK*, are hereby issued for the Corps of Cadets of The Citadel.
2. Changes are annotated in red.
3. These regulations shall be in full force and effect from the date of distribution. They supersede all orders, regulations, or memoranda previously published by this department, except for those on the Commandant's Department website at: <http://www.citadel.edu/root/commandant-and-regimental-memos>.

FOR THE PRESIDENT:

A handwritten signature in black ink, appearing to be 'EFP', written in a stylized, cursive manner.

EUGENE F. PALUSO
Captain, U.S. Navy (Retired)
Commandant

EFP: ras

THE CITADEL CODE

To revere God, love my country, and be loyal to The Citadel.

To be faithful, honest, and sincere in every act and purpose and to know that honorable failure is better than success by unfairness or cheating.

To perform every duty with fidelity and conscientiousness and to make duty my watchword.

To obey all orders and regulations of The Citadel and of proper authority.

To refrain from intoxicants, narcotics, licentiousness, profanity, vulgarity, disorder, and anything that might subject me to reproach or censure within or without the college.

To be diligent in my academic studies and in my military training. To do nothing inconsistent with my status as a cadet.

To take pride in my uniform and in the noble traditions of the college and never do anything that would bring discredit upon them.

To be courteous and professional in my deportment, bearing, and speech, and to exhibit good manners on all occasions.

To cultivate dignity, poise, affability, and a quiet and firm demeanor. To make friends with refined, cultivated, and intellectual people.

To improve my mind by reading and participation in intellectual and cultural activities.

To keep my body healthy and strong by physical exercise and participation in many sports.

To be generous and helpful to others and to endeavor restrain them from doing wrong.

To face difficulties with courage and fortitude and not to complain or be discouraged.

To be worthy of the sacrifices of my parents, the generosity of the state, and the efforts of all who teach and all who administer the college in order that I might receive an education and to recognize my obligation to them.

To make the college better by reason of my being a cadet.

To resolve to carry its standards into my future career and to place right above gain and a reputation for integrity above power.

To remember always that the honor of being a Citadel Cadet and graduate imposes upon me a corresponding obligation to live up to this code.

GEN. CHARLES P. SUMMERALL
U.S. ARMY, RETIRED, PRESIDENT 1931-1953

NOTE: The foregoing code is earnestly commended to all cadets as an interpretation of the ideals of The Citadel.

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CHAPTER 1 – GENERAL REGULATIONS

1.1 PURPOSE: This Regulation, hereafter referred to as The Blue Book, provides specific policy guidance for members of the South Carolina Corps of Cadets.

1.2 DUTY: “Duty is the most sublime word in the English language. Do your duty in all things. You can never do more; you should never wish to do less.”

-General Robert E. Lee.

1.2.1 Individual Responsibilities:

1.2.1.1 Duty always takes precedence over privileges. Cadets have an individual duty to meet all standards. Cadets have a collective duty to the South Carolina Corps of Cadets to perform responsibilities of their rank to the best of their ability.

1.2.1.2 Cadets will comply with these regulations and all other written or oral directives issued. Cadets have the moral and ethical responsibility to report all offenses affecting good order and discipline. Such reports will be made at the time of the offense or as soon as possible thereafter to an officer or member of the cadet chain of command.

1.2.1.3 It is The Citadel’s policy to fully support the protection of anyone submitting a good faith incident report from any form of retaliation including negative actions such as dismissal, suspension, or other threats including the withholding of positive actions. An individual who believes they are under retaliation for submitting a valid incident report should contact The Citadel Internal Auditor (for issues of fraud, waste, or abuse) at 843-953-5118; Office of Institutional Compliance at 843-953-2667 or email at Compliance@Citadel.edu; The Citadel Hot Line at 855-280-8357 (you can also go the “Fraud, Waste, Abuse and Compliance Web Page on Citadel.edu and click on **MAKE A REPORT**”; or a campus Ombudsperson at 953-7953/5096/4830 (Cell) 437-9645/367-8340.

1.2.1.4. It is also a cadet duty to support, encourage and recognize outstanding performance by cadets under their charge.

1.2.1.5. A cadet is expected to act in accordance with the intent and spirit of regulations, directives, and orders. Cadets are required to know the contents of the Blue Book and the College Regulations. Ignorance of the rules is not an acceptable excuse for taking actions contrary to the regulation.

1.3 PUBLICATIONS.

1.3.1 The following documents will be maintained on the Commandant’s Webpage: The Blue Book, The Honor Manual, the Organizations, Functions, and Administrative Standard Operating Procedures (The White Book) and the Regimental Guard Orders.

1.4 Unauthorized Activities.

1.4.1 Cadets will not volunteer to participate in any unauthorized activity as defined by cadet and/or college regulations, e.g. but not limited to: hazing, PT in the rooms; after hours PT or shine parties; collection of monies, to include the selling of merchandise that has not had the prior approval from the Commandant or is not designated on the Training Schedule.

1.5 HAZING.

1.5.1 **Hazing is behavior which is inconsistent with The Citadel Core Values and dangerous to the well-being of others.**

1.5.2 Hazing is prohibited. Hazing is a violation of South Carolina Law and Citadel Regulations and is punishable by up to expulsion from The Citadel. Allowing any hazing to occur, condoning acts of hazing, or failure to immediately stop an incident of hazing is also punishable by up to expulsion from The Citadel.

1.5.3 **Hazing is defined as a wrongful striking, an unauthorized laying hand upon, threatening with violence, or offering to do bodily harm by any student to another student, or any other unauthorized treatment by one student toward another student of a tyrannical, abusive, shameful, insulting, or humiliating nature; or otherwise requiring any student to perform any personal service for another student except as specifically provided for in Cadet Regulations.**

1.5.4 **Unauthorized physical activity may be considered Hazing.**

1.6 Campus Defined.

1.6.1 Campus is defined as 171 Moultrie Street, Johnson Hagood Stadium and accompanying parking lots, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facilities when in use by The Citadel or when The Citadel is participating in an event.

1.7 DISCRIMINATION.

1.7.1 **Cadets have a responsibility to practice the highest standards of fairness and impartiality in the conduct of their duties. Cadets are expected to be actively sensitive to proper relationships, including issues related to different cultures, gender, race, lifestyle choices, sexual orientation, and religious beliefs.**

- 1.7.2 Words which denigrate or humiliate others are unprofessional and disrupt unit performance and cohesion.
- 1.7.3 Similarly, words, symbols, or clothing from recognized hate groups are considered detrimental and will not be tolerated.

1.8 SEXUAL HARASSMENT

- 1.8.1 Sexual harassment is prohibited and subject to punishment up to expulsion from The Citadel. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may consist of repeated behaviors or arise from a single incident, if sufficiently severe. Harassment of women by men, harassment of men by women, and harassment between persons of the same sex may all constitute sexual harassment.
- 1.8.2 Verbal, non-verbal, or physical conduct can constitute sexual harassment when:
 - 1.8.2.1 It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, military or leadership positions, or participation in a Citadel activity (Quid Pro Quo);
 - 1.8.2.2 It does not implicitly or explicitly suggest that submission to or rejection of the conduct will be a factor in an academic or employment decision, but is sufficiently serious to deny or limit an individual's ability to participate in or benefit from The Citadel's program, and is both subjectively offensive to the alleged victim and objectively intolerable to a reasonable person. (Hostile Environment).
- 1.8.3 Quid Pro Quo Sexual Harassment: Direct or indirect pressure to engage in sexual activity with implicit or explicit promises or threats, such as a harasser asking a subordinate, coworker, or peer for sexual favors in exchange for any benefit, including but not limited to improved work, learning, or social conditions (e.g., better grades, promotions, evaluations, etc.).
 - 1.8.3.1 This form of harassment typically occurs when someone with the authority to make employment, academic, cadet life, or any other aid, benefits, or services decision abuses the power he/she has over others.
- 1.8.4 Hostile Environment Sexual Harassment: A situation in which sexually harassing conduct creates an uncomfortable, intimidating and/or demeaning atmosphere and is sufficiently severe, persistent, or pervasive that it limits a person's ability to work or participate in and/or benefit from an educational program or activity.
 - 1.8.4.1 Hostile environment sexual harassment does not depend on a difference in power; frequently, hostile environment is found in peer-to-peer harassment.
 - 1.8.4.2 Hostile environment sexual harassment includes sex or gender-based discrimination, such as physical threats or verbal abuse, which is demeaning or intimidating.
- 1.8.5 Unwelcome Conduct: Conduct that is not requested and is regarded as undesirable and offensive. Acquiescence in conduct does not render it "welcome," though active participation in conduct without indication of objection generally will not support a finding that such conduct is unwelcome.
- 1.8.6 Retaliation: Taking harmful or negative action to get revenge against an alleged victim, complainant and/or witness who provides information regarding an alleged sexual harassment incident.
- 1.8.7 Affirmative Consent: An active decision to willingly engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties who are legally able to consent.
- 1.8.8 Cadet Commanders will ensure cadets receive training in what constitutes sexual harassment and know the avenues available for reporting sexual harassment. Cadet Commanders will take prompt and decisive action when such harassment is reported. See Memorandum 2-26 on The Citadel Policy webpage: <http://www.citadel.edu/policies/> for the entire policy and for the Formal Sexual Harassment Complaint Form.
- 1.8.9 Reporting. The Director of Cadet Advocacy, Response, and Education (CARE) is the primary point of contact for The Citadel and community at large to coordinate sexual harassment victim care. Her office provides alleged victims with information regarding reporting options and support throughout the process. Ms. Janet Shealy, the Director of CARE receives reports of sexual harassment. The Director of CARE is located at Thompson Hall, Room 105, E-mail: Janet.shealy@citadel.edu, Office phone: 843-953-7277, Cell phone (24/7): 843-425-1315. Cadets also may report to: An appropriate person upward in the chain of command, a Tactical Officer, an Assistant Commandant, Commandant of Cadets, an Ombudsperson, Chief Diversity Officer, a cadet Human Affairs member, a cadet Religious Officer, the Chaplain or any campus minister, a counselor in the Counseling Center, a member of The Citadel Faculty or Staff, or a Public Safety Officer. **The director of CARE will be notified of the incident.**

1.9 SEXUAL VIOLENCE.

- 1.9.1 Sexual violence is any non-consensual physical conduct of a sexual nature and encompasses a broad range of behaviors including, but not limited to:
 - 1.9.1.1 Non-Consensual Sexual Intercourse: Any sexual penetration (anal, oral, or vaginal) however slight, with any body part or any object, without affirmative consent. This act is commonly referred to as rape.

- 1.9.1.2 Non-Consensual Sexual Contact: Touching of someone's intimate body parts such as genitalia, groin, breast, buttocks, or any clothing covering them; touching a person with one's own intimate body parts; or compelling another to touch one's intimate body parts without affirmative consent. These acts are commonly referred to as sexual assault.
- 1.9.1.3 Sexual Exploitation: Non-consensual sexual advantage of another for one's personal or third-party's benefit that does not otherwise constitute rape or sexual assault. Sexual exploitation encompasses a wide range of behaviors which include, but are not limited to:
 - Inducing incapacitation with the intent to rape or sexually assault;
 - Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
 - Non-consensual electronic recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person;
 - Voyeurism (Peeping Tom activity);
 - Knowingly transmitting an STI/STD or HIV to another student;
 - Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another person).
- 1.9.2 Affirmative Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties who are legally able to consent. A person cannot legally consent to sex if he or she:
 - 1.9.2.1 Is under the age of sixteen (16) (in the State of South Carolina);
 - 1.9.2.2 Has a mental disorder or developmental or physical disability that renders him or her incapable of giving consent;
 - 1.9.2.3 Is unconscious or is asleep;
 - 1.9.2.4 Is incapacitated from alcohol or other drugs, and this condition is known or reasonably should be known to the accused;
 - 1.9.2.5 Is induced to engage in sexual activity by the other person's physical coercion, or abuse of position of power, trust or authority; and/or use of artificial means (i.e., drugs such as Rohypnol);
- 1.9.3 Affirmative consent can be revoked. Thus, a person who initially consents to sexual activity may subsequently express by words or any other behavior, at any time, a lack of agreement to continue engaging in sexual activity.
- 1.9.4 Cadet Commanders will ensure cadets receive training in what constitutes sexual violence and know the avenues available for reporting sexual violence. Cadet Commanders will take prompt and decisive action when such violence is reported. See Memorandum 2-25 on The Citadel Policy webpage: <http://www.citadel.edu/policies/> for the entire policy and for the Formal Sexual Violence Complaint Form. Staff and TACs will, with the assistance of CARE, assist in the required training.
- 1.9.5 Reporting. **All Cadets are required to report observed incidents of sexual violence and are highly encouraged to report a personal experience of sexual violence.**
 - 1.9.5.1 Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of The Citadel to investigate and take action on a complaint.
 - 1.9.5.2 Reports of incidents of sexual violence should be made to the Director of Cadet Advocacy, Response, and Education (CARE), Janet Shealy, (843-953-7277 (office phone), 843-425-1315 (24/7 cell phone), email: janet.shealy@citadel.edu, if the victim is a cadet.

1.10 RELATIONSHIP ISSUES

- 1.10.1 Cadets of all ranks and classes meet and associate with each other in many settings. Cadet associations with one another are governed by rank and by class relationships. Respect for authority of the cadet who is senior by virtue of rank and/or class is essential for the maintenance of good order and discipline. Historically, fraternization and improper relationships have created detrimental effects on unit cohesion.
 - 1.10.1.1 Improper cadet relationships are those inter-gender (male-female) or intra-gender (male-male, female-female) relationships that could result in actual or perceived favoritism, unfairness, or partiality that are detrimental to good order and discipline within the unit or the chain of command or that result in demonstrated improper use of rank or position for personal gain.
- 1.10.2 **Fraternization**
 - 1.10.2.1 Fraternization between upper class cadets and fourth class cadets is not authorized under any circumstance.
 - 1.10.2.2 Fraternization in a military unit is defined as any personal relationship that is detrimental to the good order and discipline of that unit.
 - 1.10.2.3 Fraternization is not the open discussion by any member of a new cadet's Chain of Command, with a new cadet, about issues that are of concern to the new cadet regarding success at The Citadel. This can be an open professionally conducted two-way conversation.
- 1.10.3 **Personal Relationships**
 - 1.10.3.1 Personal relationships, unlike fraternization, have a positive side. Close relationships which foster mutual respect are required to build cohesive units.

- 1.10.3.2 Leaders are expected to care for their subordinates. The emotional ties that naturally follow good leadership are important to the success of any unit.
- 1.10.3.3 Positive, professional relationships between cadets of all classes and ranks are necessary to build the vertical bonds that tie leaders to those they lead.
- 1.10.3.4 Cadets must appreciate that relationships between cadets of different rank or class which involve partiality, preferential treatment, or the improper use of rank position for personal gain are prejudicial to good order, discipline, and high unit morale.
- 1.10.3.5 Friendships that existed prior to the fourth class cadets entering The Citadel and social relationships resulting from being a cadet athlete or club sports team, yearbook staff, school newspaper staff, etc., may be permitted if both cadets are not assigned to the same company.
- 1.10.3.5.1 This does not eliminate the responsibility of both cadets to interact in such a way that will not cause the perception of improper biased feelings, favoritism, or lack of professionalism.
- 1.10.3.6 Though less formal relationships may be present in off campus social events, the Fourth Class protocols are still in effect.

1.10.4 Dating

- 1.10.4.1 Dating among cadets of the upper classes is permissible; however, dating will be conducted with the same standards of discretion and good judgment expected of all cadets.
- 1.10.4.2 Specifically, cadets may not date a member in their direct chain of command.
- 1.10.4.3 Should a personal relationship evolve within a chain of command, cadets involved should seek resolution simultaneously both through the chain of command and TAC Officer.
- 1.10.4.4 Dating between fourth class cadets is permitted but must be conducted with the same high standards of discretion and good judgment expected of all cadets.
- 1.10.4.5 Dating or personal associations between faculty/staff and cadets.
- 1.10.4.5.1 Professional and social association between faculty/staff and cadets play an important role in the education and socialization of cadets. Participation in these professional and social associations is encouraged. Dating, however, erodes the value of these associations and is prohibited.
- 1.10.4.5.2 Dating and/or overly familiar relationships between cadets and active military personnel who are stationed at The Citadel are regarded as unprofessional and improper and are prohibited.

1.10.5 Sexual Activity On Campus

- 1.10.5.1 Cadets may not engage in any serious sexual activity on The Citadel campus. **Off Campus serious sexual activity between Fourth Class Cadets and Upper Class Cadets is considered to be an expulsion offense per *The College Regulations* and is prohibited.**
- 1.10.5.2 Serious sexual activity may include, but is not limited to: oral sex, sexual intercourse, or public display of nudity or partial nudity.
- 1.10.5.3 Public displays of affection (**holding hands, kissing, arms around another person**), groping, fondling or other activity that would be considered inappropriate are not authorized in public or on campus.

1.11 MARRIAGE AND CHILD CUSTODY

- 1.11.1 Cadet life is stressful, physically demanding, and requires the full-time commitment of all cadets. Consequently, cadets, male and female, are not permitted to be married, nor are they permitted to have primary custody or childcare responsibilities for a child.
- 1.11.1.1 A cadet who is married while enrolled at The Citadel or has primary custody of a child must resign from the Corps of Cadets.

1.12 PREGNANCY POLICY

- 1.12.1 Pregnancy is considered by The Citadel to be a temporary disability.
- 1.12.2 Once a cadet is known to be pregnant, The Citadel Surgeon will determine Temporary Disability Status (TDS).
- 1.12.3 Pregnancy, in itself, is not a punishable offense. Hence, no cadet is disciplined solely for becoming pregnant or for causing another person to become pregnant. On the other hand, the state of being pregnant may effectively preclude one (at a medically determined point in the pregnancy) from performing cadet duties and meeting the standards expected of a cadet and will be treated the same as other temporary disabilities.
- 1.12.4 The pregnant cadet has the following options:
 - To remain in school as long as she does not miss more than 3 weeks of school per semester.
 - Voluntarily withdraw from The Citadel. Readmission procedures will be the same as stated in the Temporary Disability Policy for all cadets.

- 1.12.5 A cadet who desires to remain in school but who exceeds the trigger point for time in temporary disability status, excused military duty (XMD), or excused physical training (XPT) status may be sent to appear before the Campus Assessment Team (CAT).

1.13 ALCOHOLIC BEVERAGES AND DRUGS

1.13.1 General:

- 1.13.1.1 Except as specifically requested to the Commandant and authorized by the President, cadets will not consume, possess or traffic alcoholic beverages on campus {defined as 171 Moultrie Street, Johnson Hagood Stadium and accompanying parking lots, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facilities when in use by The Citadel or when The Citadel is participating in an event} or bring/have in their possession such beverages on campus. **Alcohol discovered on campus will be confiscated and destroyed.**
- 1.13.1.2 Elsewhere, cadets will not consume, possess, or traffic in alcoholic beverages in violation of law or in such a manner or under such conditions as to reflect discredit upon The College or Corps of Cadets.
- 1.13.1.3 It is a violation of the state law in South Carolina for anyone over 21 to provide alcohol to a minor as well as anyone under 21 years of age to consume or possess alcoholic beverages.
- 1.13.1.4 Cadets will not tolerate unauthorized use of alcoholic beverages or other illegal substances as outlined in this regulation and will report such violations.

1.13.2 Use of Alcohol and Related Conduct

- 1.13.2.1 Any cadet who becomes unduly conspicuous by drinking alcoholic beverages or the commission of any act unbecoming to a cadet and/or one which would tend to bring discredit upon the institution or to the uniform may be expelled, dismissed, suspended, or otherwise assessed punishment, according to the nature and degree of the offense and in accordance with The College Regulations and Chapter 6 of this Regulation.
- 1.13.2.2 The use of alcohol shall not be a defense for any inappropriate behavior. All alcohol related offenses require the offender to attend substance abuse assessment and successfully complete an online alcohol sanctions course within a prescribed period of time. Punishments assigned for alcohol related offenses are not eligible for work or amnesty.
- 1.13.2.3 If a cadet is found to have committed an alcohol related offense, the cadet's parents will be notified if the cadet is less than 21 years of age at the time the incident is adjudicated. If a cadet is found in violation of a second alcohol incident in his/her cadet career, a letter will be sent home notifying the parents that a Suitability Hearing will be conducted if another alcohol incident occurs and may result in suspension or dismissal.
- 1.13.2.4 **All alcohol offenses and those offenses that are determined to be alcohol related will result in loss of parking privileges for current semester plus one and forfeiture of parking fees. Those cadets found in violation will also be prohibited from driving on campus for the same period. Finally, a fine of \$150 will be levied on those cadets found in violation to cover education and testing related to substance abuse**
- 1.13.3 **Use of Tobacco, electronic-cigarettes (e-cigs) and hookahs (to include toleration of the violation of the policy)**
- 1.13.3.1 **Upon the third offense the cadet must complete a four hour, online, education course. Payment for the course is \$25.00, which the cadet must pay when registering for the course.**
- 1.13.3.2 Cadets may not possess tobacco, smoke, use e-cigarettes or smokeless tobacco on campus. **Tobacco found on campus in possession of cadets or in their rooms will be confiscated and destroyed.**
- 1.13.3.3 Cadets may not smoke, use e-cigarettes or use smokeless tobacco in uniform outside in public. Designated tobacco use areas of restaurants and other such buildings/establishments is permissible
- 1.13.4 **Drugs. The Citadel has a policy of zero tolerance regarding the possession, solicitation, distribution, sale or use of hallucinogenic, narcotic, or other controlled drugs or substances, or of drug paraphernalia.**

1.13.4.1 Prohibited Activity:

Possession, purchase, manufacture, solicitation, distribution, sale, or use of hallucinogenic, narcotic, or other controlled drugs and substances, or of drug paraphernalia, unless expressly permitted by law. This prohibition applies to all staff, faculty, and students, on and off campus. All other persons are prohibited from unlawfully possessing these substances and items on campus.

- 1.13.4.2 The Citadel will consider a student conviction, admission, plea of *nolo contendere*, plea pursuant to North Carolina v Alford, or confession in any legal or administrative proceeding to the possession or use of any such drug, substance or item prohibited herein as possession of such drug substance or item.

- 1.13.4.3 The Citadel will also consider a positive finding of the presence of a prohibited substance pursuant to any generally accepted test, including but not limited to, a blood, urine, or hair follicle test for such substance, as possession of such drug substance or item. Other situations that will be considered as a positive finding:

A refusal to submit to testing for drugs in accordance with The Citadel's drug testing program.

Providing financial assistance or otherwise aiding or abetting any other person in the purchase, sale, manufacture, or delivery of any such prohibited drug, substance or item.

- 1.13.4.4 Drugs and substances covered: Drugs and substances which are prohibited by this policy include, but are not limited to, all of those controlled substances listed in the schedules in South Carolina Code of Laws Sections 44-53-190, 44-53-

210, 44-53-230 44-53-250 and 44-53-270, as amended. Examples of these prohibited substances include, but are not limited to:

- anabolic steroids
- cannabis or marijuana
- cocaine, "crack cocaine," "crank" or "ice"
- hallucinogens
- narcotics
- depressants
- LSD
- opiates or opiate derivatives
- amphetamines
- stimulants

1.13.4.5 Items constituting paraphernalia which are prohibited by this policy include, but are not limited to, those items identified in South Carolina Code of Laws Section 44-53-110, as amended. Examples of these prohibited items include, but are not limited to: any instrument, device, article, or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, or preparing any illegal substance.

1.13.4.6 In general, this shall not include cigarette papers and tobacco pipes.

1.13.5 Drug Testing Policy

1.13.5.1 The Citadel randomly tests members of the Corps of Cadets for the presence of the substances proscribed herein. Agreeing to participate in this program is a condition of acceptance and continued enrollment at The Citadel, and submitting to testing when required under this program is a condition for remaining as a student.

1.13.5.2 The Citadel will conduct unannounced random drug tests periodically during the Academic Year. Cadets selected for random testing will be directed to report to a specified location at a specified time for the purpose of providing an observed specimen for testing. Each cadet will be briefed on the process and will remain at the designated location until an acceptable sample is provided for use by the testing laboratory.

1.13.5.3 In addition, The College will direct members of the Corps of Cadets to be tested when reasonable suspicion of drug use exists. "Reasonable suspicion" is defined as the existence of circumstances, reports, information or direct observation of such a nature as to create a reasonable belief of a violation of the Drug Policy of The Citadel.

1.13.5.4 Refusal to provide an observed specimen upon request in accordance with the provisions of this policy will be treated as the equivalent of a positive test and turned over to the Commandant for appropriate disciplinary action in accordance with the Drug Policy of The Citadel.

1.13.6 Administrative Actions

1.13.6.1 Any student possessing or using any hallucinogenic, narcotic, or other drug or substance, which hallucinogenic, narcotic, drug, or substance, is prohibited or otherwise controlled by law in South Carolina, will be subject to expulsion from the College.

1.13.6.2 Any student possessing or using any drug paraphernalia which is prohibited by law in South Carolina, and any student using any other paraphernalia in an attempt to use any drug or substances will be subject to expulsion from the College.

1.13.6.3 Any student possessing or using any other hallucinogen which causes a loss of control or inebriation will be subject to dismissal from the College.

1.14 CITADEL CRISIS RESOURCE DIRECTORY AND CADET RIGHTS. This short document (one page) clearly defines Hazing, Alcohol Poisoning, Depression and/or Suicidal Thoughts, Sexual Harassment, and Sexual Violence. Cadets are members of a great and proud college whose success depends on the talents of each cadet being fairly developed and employed. If cadets have any questions about these rights, the cadets should speak to their chain-of-command. If the chain-of-command is unable to answer the cadets' questions, cadets should feel free to contact any of the people listed below. Report improper or immoral behavior to the proper authorities, without fear of reprisal.

CADET RIGHTS. You are a valued member of the Corps of Cadets. As such, you have the following rights: to be informed about rules and regulations that affect your training and daily life; to receive top-quality skill and military training; to work and live in an environment free from racial discrimination or sexual harassment; to reject improper or immoral orders, suggestions, or requests from any Citadel instructor, staff, cadet, officer, NCO or civilian; and be treated fairly with dignity and respect.

1.14.1 DEPRESSION AND/OR SUICIDAL THOUGHTS: Cadets who are depressed may appear sad, irritable, tired, or withdrawn. They may sleep excessively; have difficulty falling asleep; have difficulty with academics, concentration, or military tasks; and/or use alcohol and/or drugs excessively. Some depressed students may feel hopeless, wish they were dead, or have thoughts of harming or killing themselves. These feelings can become

stronger if a cadet experiences a significant change in his/her life such as a relationship break-up, the death of a friend or family member, or legal or disciplinary charges. If you suspect that a cadet may be suicidal, call the Counseling Center (953-6799) or the Infirmary (953-5447). If a student is attempting to harm him/herself or others, call Public Safety (953-5114).

Sexual Harassment or Sexual Violence

Sexual harassment and sexual violence are illegal and strictly prohibited. If you think you or someone else has been sexually harassed, sexually assaulted, or raped, contact: *Janet Shealy*, Director: Cadet Advocacy, Response, and Education (CARE) 953-7277 or 425-1315 (24/7)

- The Infirmary 953-5447 (24/7)
- Public Safety 953-5114 (24/7)
- COC 953-6439/(843) 814-4677 (1900-0700)

The following are victim advocates:

- Michelle Lomonaco, Athletics 953-2251
- MAJ Lisa Lugo, Admissions 953-7078

For Hazing or Alcohol incidents, call:

- Your Company TAC Officer:

- Chief of Staff: 953-0253
- Assistant Commandant for Discipline 843-953-6931
- Ombudsman: 953-7953/5096/4830 (Cell) 437-9645/367-8340
- Harassment, Discrimination and Violations of the 4th Class System
Hotline: 953-6824
- 1st Battalion TAC: 953-0506
- 2nd Battalion TAC: 953-2101
- 3rd Battalion TAC: 953-5245
- 4th Battalion TAC: 953-1722
- 5th Battalion TAC: 953-5365
- Coordinating Officer-in-Charge (COC): (843) 434-2942

1.15 FIREARMS AND OTHER WEAPONS

1.15.1 Firearms - If in possession of a valid and current Concealed Weapons Permit (CWP) for the State of South Carolina, pursuant to Article 4, Chapter 31, Title 23, or of those states with reciprocity with the State of South Carolina may store a firearm inside their personal vehicle. The weapon must remain inside an attended or locked motor vehicle and secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. If not in possession of a current CWP for the State of South Carolina or from states without reciprocity with the State of South Carolina, at no time may personal firearms be stored in a personal vehicle parked on campus as defined as 171 Moultrie Street, Johnson Hagood Stadium and accompanying parking lots, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facility(ies). No cadet, regardless of possession of a CWP, may take any firearms into cadet rooms or any building on campus other than Public Safety for authorized purposes

1.15.1.1 Personal weapons, of the type used in Citadel NCAA competition, may be stored in the Rifle Range by members of the Rifle and Pistol team during the competition season.

1.15.1.2 No firearms are fired on campus except at designated approved ranges under the direction of proper authority.

1.15.2 Other Weapons. Includes, but not limited to:

1.15.2.1 Air compression projectile devices, high voltage electrical devices (e.g. Tasers or stun guns), and rods/staffs regardless of flexibility, and privately owned edged knives or blade style implements. These "Other Weapons" are not to be taken into cadet rooms or any building on campus.

1.16 GAMBLING

1.16.1 Cadets will not gamble on campus.

1.17 ADMINISTRATIVE ARRESTS OF CADETS ON-CAMPUS

1.17.1 This paragraph refers to on-campus arrests related to violations of cadet regulations and not with violations of the law which would be handled by Public Safety Officers.

1.17.2 Only the President and Commandant of Cadets are authorized to place a cadet under arrest, except for mutiny, direct disobedience of orders, or gross disrespect to a superior officer, in which case any commissioned College official is authorized to place a cadet under arrest; and in fighting or committing a breach of the peace, the offender may be placed under arrest by a commissioned College official, cadet officer, or cadet non-commissioned officer, even though inferior in rank.

1.17.3 In all cases where arrest is imposed, notice will be sent at once to the Commandant of Cadets.

1.17.4 Cadets may be released from arrest only by the President or the Commandant of Cadets.

1.18 VEHICLES

1.18.1 General

1.18.1.1 All cadet vehicles brought on The Citadel campus are registered with the Cadet Provost Marshall by the principal operator. The principal operator will possess a valid operator's license, current proof of insurance and registration.

1.18.1.2 Cadet vehicles are subject to inspection/search at any time when directed by the Commandant of Cadets.

- 1.18.1.3 **Vehicle Certification.**
Vehicles must have all the standard equipment (which includes two headlights, all fenders, front and rear bumpers, grill, four tires, and wheels) before being brought on campus or registered. All equipment on the vehicle must be in working order.
- 1.18.1.4 A temporary parking permit may be issued by Public Safety for cadet vehicles temporarily parked on campus. All vehicles must display a permanent decal or temporary parking permit or are considered in violation of the vehicle regulations.
- 1.18.1.5 Parking decals must be displayed on both front and rear windows of cadets' vehicles in prescribed locations.
- 1.18.1.6 Unsightly vehicles are not permitted on campus.
- 1.18.1.7 Vehicles damaged to an extent so as to present a safety hazard are not permitted on campus.
- 1.18.1.8 Offensive decals, stickers, or paintings including those that demean persons on the basis of their race, color, national origin, religion, gender, or sexual orientation are not authorized.
- 1.18.1.9 The cadet in whose name the vehicle is registered is responsible for any and all violations of regulations in which the vehicle may be involved.
- 1.18.1.10 Cadets may not register a vehicle for another person or allow another cadet to use their parking space.
- 1.18.1.11 Seatbelt usage is required on campus.
- 1.18.1.12 The maximum speed limit for automobiles on campus is 20 miles per hour unless otherwise posted.
- 1.18.1.13 Cadets of the fourth class are not authorized to have, maintain, or drive a vehicle within the area bounded by Spring Street on the South, Rutledge Avenue on the East, and St. Margaret Street on the North.
- 1.18.2 Use of Citadel Boats**
- 1.18.2.1 During periods of General Leave, cadets who have been properly certified, may check out boats from the Boat Center, using them properly on any waterway, with only those restrictions imposed by the officials of the Boat Center.
- 1.18.2.2 If a cadet has free time during the duty day, with no military or academic obligations, and if properly certified, he/she may operate a boat from the Boat Center on the Ashley River in the area north of the Ashley River Twin Bridges, and south of the North Bridge (Cosgrove Avenue Bridge).
- 1.18.2.3 Cadets will not enter or use the Charles Towne Landing waterway.
- 1.18.2.4 Operation of a boat in other than this area constitutes being AWOL.
- 1.18.3 Parking**
- 1.18.3.1 Cadets will park vehicles as prescribed by the Director of Public Safety.
- 1.18.3.2 Cadets will not park their vehicles overnight on city streets in the vicinity of The Citadel campus.
- 1.18.3.3 Vehicles belonging to cadets found parked on campus without proper permission after the departure of the Corps may be towed from the campus and disposed of at the expense of the cadet owner, unless prior permission has been obtained in writing from the Public Safety Director to park the vehicle on campus.
- 1.18.3.4 Cadet parking assignment is established by class privilege precedents as determined by the Regimental Provost Marshal and in coordination with the Commandant's Department.
- 1.18.3.5 Cadets whose parking space is taken by an unauthorized vehicle will get a temporary parking pass from Public Safety or will be ticketed.
- 1.18.3.6 Cadets will park in their designated parking spaces except as follows:
Weekend parking: Junior and sophomore members of the Corps of Cadets are permitted to park on campus in faculty and staff lots (ONLY) located behind Capers Hall, Kovat's Field, or in the lot located behind Jenkins Hall down to Letellier Hall. Cadet students are not allowed to park in any space around Summerall Field (Parade Deck), to include in front of Bond Hall, or the lot located adjacent to Mark Clark Hall (M-Lot) at any time. On all football home game weekends and other event weekends, including Parent's Day, Homecoming and Corps Day, cadet vehicles located at Altman lot and the City Gym lot will be required to park in the MUSC Harborview Tower parking garage.
- Use of vehicles on campus by cadets is restricted**
- 1.18.3.7 When authorized to leave campus, cadets may drive their vehicles from the assigned parking areas and exit the campus.
- 1.18.3.8 Cadets will not drive or ride in vehicles while wearing duty uniforms or PTs unless authorized by the Commandant. **The exception to this rule is when cadets must move their vehicles for home football games.**

- 1.18.3.9 Cadets of the first, second and third classes are granted the privilege of operating duly registered vehicles and/or parking them in assigned parking areas on campus.
- 1.18.3.10 **Motorized two and three-wheeled vehicles:** Cadets are required to wear seasonal leave uniform while operating motorized two and three-wheeled vehicles. Additionally, Cadets are required to wear gloves, a reflective vest, and a helmet while operating motorized two and three wheeled vehicles. Cadets who own/operate a two or three-wheeled motor vehicle are required to complete a certified safety course and have documentation of such with them whenever they are riding on their vehicle.

Towing Violations; the vehicle may be towed off campus at the owner's expense for the following violations:

- 1.18.3.11 Vehicle brought on campus that the owner or driver fails to register properly as defined above.
- 1.18.3.12 Vehicle parked in a fire lane.
- 1.18.3.13 Vehicle parked in such a way to block a driveway, sally port, block a service entrance, or to create a hazard to safety.
- 1.18.3.14 Vehicle parked in a reserved parking area without benefit of a permit.
- 1.18.3.15 Vehicles with four or more traffic or parking violations issued, cadets may lose on-campus parking privileges for up to one year for excessive parking violations.

Citadel Parking Citations may be appealed to a Public Safety Officer within ten (10) days. The fine for parking illegally is twenty-five (\$25) dollars. Fines which remain unpaid after ten (10) days will be posted to the violator's account for collection. Five or more parking citations to the same vehicle will result in the vehicle being booted. Unregistered vehicles which receive three (3) parking citations will be booted upon receipt of the 3rd parking citation. The boot removal fee is fifty (\$50) dollars. Vehicles that remain parked for seventy-two hours after a boot is placed are subject to being towed at owner's risk and expense.

1.18.4 Enforcement of Traffic Regulations

- 1.18.4.1 The operation of motor vehicles on Citadel property is a privilege granted by The Citadel Administration. The enforcement of parking and moving violations is administered by The Citadel Public Safety Department. The Citadel's Public Safety Officers write Citadel administrative citations for parking violations and South Carolina Uniform Traffic Summons for moving vehicle traffic violations. Criminal and traffic cases will be heard and resolved by Charleston city or county magistrates.
- 1.18.4.2 Cadet offenders are subject to the Cadet Disciplinary System and possible loss of vehicle privileges if any rules are violated.

1.19 CADET CANTEEN (SNACK BAR) AND LOUNGES IN MARK CLARK HALL

- 1.19.1 All cadets visiting the Canteen and Mark Clark Hall will be in proper uniform at all times.

Athletic clothes are prohibited in the Canteen and Mark Clark Hall.

Cadets will not utilize the Canteen during mandatory meal hours unless authorized by Commandant's Department.
- 1.19.2 Fourth Class use of the Munnerlyn Snack Bar is limited for fourth class cadets to the hours of 0800-1200 and 1300-1800 on weekdays. Fourth class cadets have unlimited use on weekends. Seating for fourth class cadets is located in "Knob Alley", located on the left side near the main entrance.
- 1.19.3 With the exception of when the lounge is being used for a meeting or a class, the fourth class will be allowed unimpeded use of the Fourth Class Lounge, Room 220, in Mark Clark Hall.

1.20 CHALLENGES

- 1.20.1 Cadets shall not challenge or in any way threaten or attempt to call to personal account other cadets or officials of the College for any action in the execution of their office or assigned duty.

1.21 CONDUCTING BUSINESS WITH COLLEGE OFFICIALS.

- 1.21.1 Cadets will conduct normal business with College officials only during business hours other than extenuating circumstances that require contact for good order and discipline, safety, etc.
- 1.21.2 When asked to report to or telephone a college official, cadets will do so at the first available opportunity, but shall not miss any military duty, class, or lab to do so.
- 1.21.3 The Coordinating Officer in Charge (COC) is the Commandant's representative after normal business hours. Only business which cannot be anticipated will be referred to the COC.
- 1.21.4 Cadets reporting to the President will wear the uniform of the day unless otherwise directed.
- 1.21.5 Each cadet has an established email account. Cadets will log on to their email account twice daily to check for messages of an official nature.
- 1.21.6 Cadets are required to check CAS twice daily for any performance reports or AERWs.

1.22 EMPLOYMENT

- 1.22.1 Cadets will not accept off-campus employment or run an on-line business during the school year.
- 1.22.2 Cadets may be employed on campus by The Citadel but must receive written authorization from the Commandant and the Director of Human Resources.
- 1.22.3 No cadet **working for The Citadel** will work in excess of 25 hours per week without the written approval of the Commandant and the Director of Human Resources.
- 1.22.4 All cadets must be on approved special orders authorizing specific work.

1.23 HITCHHIKING

- 1.23.1 Cadets will not hitchhike while in a Citadel uniform.

1.24 OFF-LIMITS.

- 1.24.1 Cadets are "Off Limits" when in any place specifically banned by The Blue Book or the Commandant.
- 1.24.2 The offices of the COC or TAC Officers are off limits to all cadets except on official business.
 - 1.24.2.1 The following additional locations are off limits to all cadets:
 - Roofs of all buildings.
 - All elevators on campus, except by cadets XMD, with crutches, cane, or walking casts or moving heavy objects
 - The kitchen of the dining hall.
 - Vacant or unoccupied rooms in the barracks except as authorized by the Battalion TAC.
 - Staff and faculty offices/quarters unless specifically invited.
 - Washington Light Infantry Field (WLI) and Wilson Field. Club Sports must schedule use of WLI through Department Head of Health, Exercise, and Sports Science who coordinates with the Director of the Athletic Department.
 - All places such as stock rooms, maintenance shops, and other structures within which the cadet has no assigned duty or business.
 - The rear of all buildings bordering on the parade ground after dark, with the exception of assigned parking areas.
 - The Visiting Team Room (VTR).
- 1.24.3 The only exceptions to the above "Off-Limits" areas are for cadets performing official duties requiring them to enter an "Off-Limits" area and for cadets acting by authority of the Commandant.

1.25 FIRE

1.25.1 Open Flame Objects/Devices

- 1.25.1.1 Other than lighters/matches, there will be NO open flame or constant heat source that would potentially initiate a fire permitted in the barracks at any time. This includes but is not limited to lighting candles, incense, shoe polish, nail polish remover, etc.

1.25.2 Fire Prevention.

- 1.25.2.1 All cadets are responsible for fire prevention and observance of safety practices.
- 1.25.2.2 The Regimental Commander publishes a fire plan and ensures that the battalions/companies have supporting plans.
- 1.25.2.3 The Regimental Safety Officer, under the oversight of the Regimental Provost Marshal, is designated the Regimental Fire Marshal.
 - Battalion PMs serve as Battalion Fire Marshals.
- 1.25.2.4 Each Company Commander appoints a Unit Fire Marshal, whose name is posted as a permanent item on the bulletin board.
 - The Unit Fire Marshal is responsible for inspection of the tags on the fire extinguishers on a monthly basis, and report empty extinguishers to the Battalion TAC.
- 1.25.2.5 Cadet Commanders and Fire Marshals will ensure that safety requirements associated with appliances and open flame devices are strictly adhered to.
- 1.25.2.6 The Night OCs will maintain the Fire Watch from 2300 hours to 0600 hours in cadet living areas.

1.25.3 Fire in Barracks.

- 1.25.3.1 All cadets will familiarize themselves with the Battalion Fire Evacuation Plan.
- 1.25.3.2 In case of fire, cadets shout the alarm of "Fire, Fire, Fire!"
 - Any cadet hearing such a warning immediately notifies a member of the Guard, who takes actions to comply with published procedures.
- 1.25.3.3 After sounding the alarm, cadets will attempt to extinguish the fire, if within their capability, until assistance arrives.
 - Should the fire be beyond their control, they will evacuate the barracks while continuing to sound the alarm.
- 1.25.3.4 Fire extinguishers are located behind the company stairwell on each division.

1.25.4 Fire in College Building Other Than Barracks.

- 1.25.4.1 Cadets sound the alarm as in the barracks and take action to comply with instructions posted in those buildings.
- 1.25.4.2 All cadets are responsible for knowing and complying with the instructions published by The College as well as those posted on bulletin boards concerning fires.

1.26 SAFETY

- 1.26.1 **Safety is always the first consideration in any cadet activity, training endeavor, or event. If any unsafe act is witnessed, it is the responsibility of every cadet to halt that activity immediately, regardless of rank or class.**
- 1.26.2 Cadet Commanders are responsible for Safety Briefings prior to all furloughs and extended leaves of the Corps of Cadets. Cadet Commanders at all levels never compromise safety in the decision making process. Always do everything safely.
- 1.26.3 **Organized Cadet Runs (PT, Spirit, and Cadet Athlete Runs) On Campus.**
 - 1.26.3.1 No cadet organized formation run will be conducted off-campus without prior coordination with Operations and approval from Battalion TAC.
 - 1.26.3.2 Cadet formations will run with traffic flow, and in the appropriate lane of traffic. Formations will not take up the entire street.
 - 1.26.3.3 Road guards will be posted in advance of the formation to ensure safety in crossing streets.
 - 1.26.3.4 Safety devices (reflective vests and flashlights) will be used in the front and back of the company and by all road guards during the hours of darkness and/or inclement weather.
- 1.26.4 **Individual Runs and Bicycle Riding.**
 - 1.26.4.1 Individual cadets will run against the traffic flow if no sidewalk or jogging path is available.
 - 1.26.4.2 Cadets are not authorized to run off campus in hours of darkness.
 - 1.26.4.3 **Bicycles are authorized to be maintained by cadets in the barracks. Bicycles must be registered with the City of Charleston. Bicycles must be properly stored on the battalion bike rack and locked when not in operation. Bicycles are for recreation and PT use. They are not to be used to run errands, go to the snack bar, class, etc. or ridden inside the barracks or on the quad or galleries. Only the Citadel PT uniform is authorized for wear while riding a bicycle.**

REFERENCES

- 1.28.1 *College Regulations*, The Citadel, The Military College of South Carolina.
- 1.28.2 *Organizations, Functions, and Standard Operating Procedures (SOP)*, "The White Book."
- 1.28.3 *The Citadel Training Model (CTM)*, A Guide for Effective Leadership.
- 1.28.4 *The Honor Manual* of the Corps of Cadets.
- 1.28.5 Leadership Training (LTP).
- 1.28.6 The Citadel Catalog.
- 1.28.7 Cadet Campus Organizations.
- 1.28.8 Additional guidance and clarifying instructions may be issued in administrative and/or training memoranda, Commandant's circular, pamphlets, or bulletins.
- 1.28.9 The "Guidon"

CHAPTER 2 – CADET LIFE

2.1 GENERAL

- 2.1.1 The Commandant of Cadets is responsible to the President of The Citadel for the command and control of the South Carolina Corps of Cadets.
- 2.1.1.1 TACs: The Battalion and Company TACs are responsible to the Commandant for teaching, advising, and coaching all cadets in their charge and promoting a positive command climate that is consistent with core values and suitable for principled leadership development.

2.2 . COMMAND, CONTROL, AND ORGANIZATION OF THE CORPS OF CADETS

2.2.1 General

- 2.2.1.1 Command authority within the Corps of Cadets is vested in cadet officers appointed by the Commandant with the authority of the President. The Cadet Regimental Commander commands the Corps of Cadets through subordinate cadet commanders at battalion and company level (chain of command).
- 2.2.1.2 Detailed organizational charts are found in Chapter 1 of the *Organizations, Functions, and Standard Operating Procedures (SOP)*, "The White Book." The academic requirements for holding cadet rank are 2.0 cumulative GPA and proper class classification. See White Book, Chapter 14.
- 2.2.2 **The Cadet Chain of Command** is composed of those cadets who are held responsible for the individual and collective well-being of cadet members of their military unit. **COMMANDERS ARE RESPONSIBLE FOR THE COMMAND CLIMATE AND WHAT THEIR UNIT DOES OR FAILS TO DO.** The members of the Cadet Chain of Command are outlined below.
- 2.2.2.1 Cadet Regimental Commander. The senior ranking cadet appointed to the rank of Cadet Colonel. Responsible to the Commandant for command and control of the Corps of Cadets.
- 2.2.2.2 Cadet Battalion Commander. Appointed to the rank of Cadet Lieutenant Colonel. Responsible to the Regimental Commander for command and control of one of the five cadet battalions.
- 2.2.2.3 Cadet Company Commander. Appointed to the rank of Cadet Captain. Responsible to a Cadet Battalion Commander for command and control of a rifle company.
- 2.2.2.4 Cadet Platoon Leader. Appointed to the rank of Cadet Second Lieutenant. Responsible to the Cadet Company Commander for command and control of one of the platoons.
- 2.2.2.5 Cadet Squad Leader. Appointed to the rank of Cadet Sergeant. Responsible to the Cadet Platoon Leader for command and control of one of the squads within the platoon.
- 2.2.2.6 Regimental Band Commander. Appointed to the rank of Cadet Major.
- 2.2.2.7 Palmetto Battery Commander. Appointed to the rank of Cadet Captain. .
- 2.2.2.8 Corporals will be assigned to companies at the beginning of first semester and some will serve on cadre. They will be involved in the training of fourth class cadets but only when a junior or senior member of the chain of command is present.
- 2.2.2.9 Cadet Corporals will not be allowed unsupervised interaction with fourth class cadets under any circumstances.
- 2.2.2.10 Other Cadet Rank Holders
- 2.2.2.10.1 Cadet rank holders not specifically mentioned above are not part of the Cadet Chain of Command. They are, however, key and essential to the smooth functioning of the Corps of Cadets. Regimental and battalion staff officers and non-commissioned officers (NCOs) assist their commanders in carrying out their command responsibilities. Company Commanders are assisted by the Executive Officer and a staff which fulfills the functions of Academics, Athletics, Honor, Human Affairs, Regulations and Discipline (R&D), Supply, Recruiting, Clerk, and Armorer. Platoon Leaders are assisted by Platoon Sergeants. Squad Leaders are assisted by Assistant Squad Leaders (Corporals). The Commandant may designate cadets to have rank of specific activities such as the Summerall Guards, Senior Class President and the Rifle Legion. Appointments are not automatic. Recommendations will be forwarded to the Commandant.
- | | |
|---------------------------|-----|
| Summerall Guard Commander | CPT |
| Senior Class President | CPT |
| Rifle Legion Commander | CPT |
| Junior Class President | MSG |
| Sophomore Class President | CPL |
- 2.2.2.11 Cadet leaders of NCAA sanctioned teams who meet the qualifications for holding rank will be screened and one will be appointed as a Cadet Captain.
- 2.2.2.12 Recommendations will be forwarded to the Athletic Director for approval by the Commandant.
If only an academic junior is available to be a team captain, rank will be determined by the appropriate team TAC in coordination with the team coach.

2.2.3 Authority

2.2.3.1 Cadet leaders in positions of authority have the following general duties.

Discharge all responsibilities of the position to the best of their ability and enforce these regulations.

Set a good example for all cadets.

Be accountable for the whereabouts and well-being of **all** cadets.

Be accountable for equipment assigned to their organization.

Be required to address discrimination when it occurs, by reporting/reprimanding/taking appropriate action, etc.

Unit policies written or unwritten which go against The Citadel Rules and Regulations are strictly prohibited.

2.2.3.2 Cadets are authorized to give orders or make corrections on cadets junior to themselves. Only the authorized chain of command is allowed to give orders or make corrections to fourth class cadets.

2.2.3.3 Cadets are expected to make an on-the-spot correction on another cadet who is observed violating regulations, orders, or expected standards, regardless of the unit to which either cadet is assigned. If these corrections are significant and require a performance report, they should be brought to the attention of the violator's chain of command.

2.2.3.4 Cadets in temporary positions of authority (e.g. guards and specified details) are authorized to issue orders in the discharge of their responsibilities to all Cadets regardless of the seniority of the cadets involved.

2.2.4 Seniority

2.2.4.1 Within the organization of the Corps of Cadets, seniority is determined first by cadet rank and thereafter by alphabetical order among cadets of equal rank within each class. Cadet Privates of each class are senior to **all** Cadet Privates in the classes junior to their own.

2.2.4.2 Regardless of cadet rank, cadet athletic team captains and cadets in charge of extracurricular activities are senior to cadets on their respective teams or activities for all actions pertinent to that team or activity.

2.2.4.3 On any school sanctioned trips (other than NCAA sanctioned events), the senior ranking cadet present will assume the duties of Cadet-In-Charge (CIC) for that particular activity when a club leader or other duly appointed CIC is not present.

2.3 ACADEMIC MATTERS

2.3.1 A Cadet's academic class, as determined by the Registrar, determines what class collar insignia and uniform class year stripes a cadet is entitled to wear. ***A cadet's academic class standing, not Matriculation class determines which class privileges they are afforded as outlined in Chapter 8 of the White Book***

2.3.2 Class Attendance Policy

2.3.2.1 Cadets are expected to attend all scheduled academic classes they have enrolled in; however, at the discretion of the professor this requirement may be waived on an individual basis.

Exams, quizzes, guest lecturers, etc. fall into the above category.

2.3.2.2 Cadets missing more than 20% of required attendance for each course may, at the discretion of the professor, receive a failing grade for that course.

2.3.2.3 For each event requiring attendance that is missed the cadet will receive 10D and 15C.

2.3.3 Morning, Afternoon, and Evening Study Periods (MSP, ASP, & ESP)

2.3.3.1 No extraneous cadet duties will be conducted during MSP, ASP, or ESP

2.3.3.2 Cadet Commanders are responsible to maintain an atmosphere conducive for study in the barracks during these periods.

2.3.3.3 MSP runs from 0750 to 1100 hours

2.3.3.4 ASP runs from 1250 to 1600 hours

2.3.3.5 ESP runs from 1950 to 0530 hours the next day

2.3.3.6 All campus areas other than approved study areas are off-limits during ESP. The Chapel is an approved study area during ESP.

2.3.3.7 All cadets may go to sleep after 2100 hours provided that their study and cadet duties are complete

2.3.3.8 **Seniors and Gold Star Juniors may use the Gym in Deas Hall during ESP**

2.3.4 Custodial Service

2.3.4.1 Duties of barracks custodial personnel are as prescribed by the Director of the Physical Plant.

2.3.4.2 Cadets may not interfere with, nor request duties of custodial personnel.

2.3.5 Computers on The Citadel Network and Cellphones

2.3.5.1 Users may not use unlicensed software on college or personally owned computers connected to the network and must not copy or distribute software for unlicensed use.

2.3.5.2 All use of The Citadel Network, whether through on campus or off campus computers, will be treated as on campus conduct.

2.3.5.3 Inappropriate language, pictures, or behavior on cell phone text messages and computers/networks, including social media, is prohibited.

2.3.6 Food Delivery to the Barracks

2.3.6.1 Authorized from 1700-2300 Monday thru Thursday; 1700-0100 Friday; from the start of General Leave to 0100 on Saturday and from the start of General Leave to 2300 on Sunday.

2.3.7 Food in Barracks

2.3.7.1 Food permitted in rooms is limited to small amounts intended for immediate consumption (within 24 hours of receipt).

2.3.7.2 No cadet may cook or prepare food in the barracks and may not maintain utensils or appliances intended for the preparation of food.

2.3.8 Galleries, Quadrangles and Sally Ports

2.3.8.1 Cadets must enter and leave the barracks only by authorized sally ports.

Cadets must be appropriately dressed at all times outside of their rooms (or inside with door ajar). All physical fitness and recreational activities ("Quad Sports", i.e. throwing/catching balls, lacrosse practice, etc.) are prohibited in the barracks.

2.3.8.2 No running on the galleries, stairs or quadrangle by any cadet.

2.3.9 Laundry Service

2.3.9.1 Laundry is picked up and delivered back to the barracks according to the published schedule.

2.3.9.2 Soiled laundry must be properly placed in the east sally port prior to 0715 on the day designated for pick-up.

2.3.9.3 Cleaned laundry is delivered to the east sally port of each barracks prior to 1700 on designated days.

2.3.9.3.1 Cadets remove this laundry prior to Evening Study Period and properly fold and display it before MRI (SMI) the following day.

2.3.10 Lights

2.3.10.1 All lights must be turned off when occupants leave the room. Sink, table, and overhead lights are turned off when not needed.

2.3.10.2 Quadrangle lights (OG responsible) and latrine lights (Company Commander responsible) in the old barracks are turned on at dark and turned off at reveille.

2.3.10.3 All cadet room lights will be out by Taps unless they have an approved late lights pass from their Academic Officer displayed on their door.

All Cadet Commanders, Cadet Sergeants Major and Cadet First Sergeants are exempt from the lights out policy.

2.3.10.4 Effective with the Reading Day prior to final examinations and continuing through the examination period, cadets of all classes are authorized unlimited late lights to study for examinations.

2.3.11 Mail, Parcels, and Guardroom Telephone

2.3.11.1 Cadet Mail

2.3.11.1.1 Each cadet is assigned a permanent individual mailbox during initial registration.

2.3.11.1.2 Malfunctioning and damaged mailboxes are to be reported to the Postmaster.

2.3.11.1.3 Damage to mailboxes as a result of misuse will be charged to the individual's One Card Account.

2.3.11.1.4 Each cadet is **REQUIRED** to check their mailbox at least once a week.

2.3.11.2 Personal Messages and Parcels Handled by the Guard

2.3.11.2.1 Failure to deliver personal messages and parcels by the guard or chain of command is a major neglect of duty.

2.3.11.2.2 The guard signs for delivery parcels (UPS, FEDEX, etc.) that require receipt for delivery and that arrive when Post Office employees are not available.

2.3.11.2.3 Packages are delivered by guard to the addressee, whose receipt is obtained in writing.

2.3.11.2.4 Special delivery packages or other parcels not requiring receipt for delivery that are delivered to the barracks are placed in the Guardroom, and the addressee is notified promptly by the guard of their arrival.

2.3.11.2.5 The guard uses care to ensure prompt delivery, but delivery in such cases is at the addressee's risk.

2.3.11.3 Guardroom Telephones

2.3.11.3.1 The Guardroom telephone is to be used for official business only.

2.3.11.3.2 When a private call is received by the guard, the name and number of the calling party are taken by the guard and the cadet is notified so that the call may be returned.

2.3.12 Maintenance and Repairs

2.3.12.1 The electrical wiring in rooms and on galleries or elsewhere must not be altered or tampered with by cadets. Electric attachments and light bulbs of higher power than those issued by the custodian must not be used. The sixty-watt bulb is the highest wattage authorized for shaving lamps.

2.3.12.2 Only Physical Plant personnel may make electrical repairs in the barracks. The OG may call the Physical Plant at 953-5093 during normal duty hours to request maintenance and repair work.

2.3.12.3 Only emergency requests will be handled after normal duty hours (0800-1630 hours). After normal duty hours, emergency requests will be made to a representative of the Boiler Plant staff at 953-6857. If for some reason this individual is servicing a requirement and cannot be reached, contact the Public Safety Office at 811 to report the emergency.

- 2.3.12.4 Cadets report inoperable light bulbs in their rooms (medicine cabinet or desk) through the OS&D system or through the Company Supply Sergeant. Zone Maintenance will replace bulbs.
- 2.3.12.5 Failure of heat or water systems and other barracks repairs of any urgent nature must be reported immediately to the Battalion TACs (Building Custodians) during normal duty hours and to the Coordinating Officer in Charge (COC) after duty hours.
- 2.3.12.6 Barracks maintenance and repairs will not be undertaken by cadets except when approved by the Commandant and the Vice President for Facilities and Engineering.
- 2.3.12.7 Door and window screens will not be tampered with or used to hang clothing or other items.
- 2.3.12.8 Cadets will be held accountable for damaged property other than normal wear and tear.
- 2.3.13 **Paint in the Barracks**
- 2.3.13.1 The only painting authorized is that on staff/company bulletin boards.
- 2.3.13.2 All paint projects must be in good taste (meeting generally accepted social or esthetic standards) and approved by the Company and/or Battalion TAC Officer.
- 2.3.13.3 Only paint supplies obtained through the individual battalion fund are authorized.
Fourth Class Cadets will not contribute to acquiring paint supplies.
- 2.3.13.4 Except for spirit banners, only upper class cadets will do the actual painting.
Second class cadets may paint signs for cadets who are BVAing in each company. Only one sign per cadet may be made and can hang from the company area until Cuts Day.
No fourth class cadets will paint, make stencils, or otherwise be involved with TO&E/bulletin boards.
Members of the Fourth Class will NOT be **required** to use General Leave to complete spirit banners.
- 2.3.14 **Selling in the Barrack.**
- 2.3.14.1 No cadet is allowed to advertise or engage in buying, selling, bartering, acting as an agent, or furnishing any article, service, or entertainment without the written approval of the Commandant.

2.4 CADET DUTIES

2.4.1 Appearance

- 2.4.1.1 Cadets will wear all uniforms in a manner that reflects pride in the Corps of Cadets. When conflicts occur as to which uniform is to be worn, the regulation requiring the higher uniform applies.
- 2.4.1.2 Uniforms will not be worn mixed with civilian clothing.

- 2.4.1.3 Shirts and trousers will be worn with all buttons and zippers fastened. Field Jackets will be completely zipped.

2.4.1.4 Chains and Jewelry

- 2.4.1.4.1 The wearing of a conservative wrist watch, a wrist identification bracelet, and not more than two rings is authorized.
- 2.4.1.4.2 Fad devices, earrings on males, vogue medallions, colored bracelets, personal talismans, chains, sea shell style beach necklaces or amulets are not authorized.
- 2.4.1.4.3 Religious/medical tags may be worn if they are covered by the undershirt and are not visible.
- 2.4.1.4.4 Upper class women may wear small post-type earrings for specific occasions only, e.g., receptions, hops, leave, etc.
The earrings will be unadorned, spherical, gold, silver, diamond, or pearl and not larger than 1/4 inches (6 millimeters). Earrings will fit snugly against the earlobe and will be a matched set with only one earring per ear.
No jewelry or other ornamentation shall be worn with the Citadel Physical Fitness or Duty Uniform (This does not include The Citadel Ring).

2.4.1.5 Tattoos and Brandings

- 2.4.1.5.1 Visible tattoos or brands on the neck, face, or head are **highly discouraged**.
- 2.4.1.5.2 Self-branding and branding of others is strictly prohibited.
- 2.4.1.5.3 Tattoos on other areas of the body that are prejudicial to good order and discipline (i.e., extremist, racist, sexist, gang style tattoos, etc.) are incompatible with Citadel values.
- 2.4.1.5.4 Any type of tattoo or brand that is visible while wearing a duty uniform and detracts from a proper, professional, appearance is prohibited.

2.4.1.6 Body Piercing

- 2.4.1.6.1 Other than authorized female earrings, cadets will not attach, affix, or display objects, articles, jewelry or ornamentation to or through the skin/tongue while in uniform.

2.4.1.7 Cosmetics

- 2.4.1.7.1 Upper Class female cadets may wear conservative cosmetics.
- 2.4.1.7.2 Moderate makeup, to include lipstick, eye makeup, and blush is acceptable.
- 2.4.1.7.3 False eyelashes, excessive mascara, and garish colors are not authorized.
- 2.4.1.7.4 Only clear-coated or French-Tip style fingernail polish is authorized in uniform.

2.4.1.8 Haircuts

- 2.4.1.8.1 Cadets are required to have a neat and regulation haircut which is consistent in appearance with the military uniform and tradition at The Citadel.
- 2.4.1.8.2 Hairstyles that do not allow cadets to wear the headgear properly are prohibited.
- 2.4.1.8.3 Extreme, eccentric, or trendy haircuts or hairstyles are not authorized.
- 2.4.1.8.4 If cadets use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited.
- 2.4.1.8.5 Cadets who have a texture of hair that does not part naturally may cut a part into the hair. The part will be one straight line, not slanted or curved, and will fall in the area where the cadet would normally part the hair.
- 2.4.1.8.6 NO cadet is permitted to cut his/her own hair or that of another cadet.

2.4.1.8.7 **Male Cadets**

Fourth Class Male Cadets

After the initial freshman haircut, Fourth Class cadets' hair will have a short "military basic training" style cut all around, with the cadet's hair not exceeding $\frac{1}{2}$ inch and no less than $\frac{1}{4}$ inch on top. Hair will be neatly trimmed and tapered on the sides and in the back so as to terminate above the dress blouse collar line. Heads will not be shaved bare of hair.

Upper Class Male Cadets

Upper Class cadet's hair will be a standard military haircut (AR 670-1). Hair no longer than 2 inches in length on top, neatly trimmed and tapered (not "blocked") in the back so as to terminate above the *dress blouse* collar line.

Hair will not bush out below the band of properly worn military headgear. Faddish haircuts (such as "Mohawks", "Horseshoes" and "Teardrop") are not authorized. Males are not authorized to wear braids, cornrows, or dreadlocks.

Upper Class male hair that is clipped closely to the scalp is authorized.

Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

Males will keep their faces clean-shaven when in uniform or in civilian clothes on duty.

If appropriate medical authority prescribes beard growth, the length required for medical treatment must be specified.

Cadets will keep the growth trimmed to the level specified by appropriate medical authority, but they are not authorized to shape the growth into goatees or any type of mustache in any shape or form.

2.4.1.8.8 **Female Cadets**

Fourth Class Female Cadets

Fourth Class cadet hair will be maintained in a short style, with the top approximately 3 inches in length. The sides and back will be cut with a high taper, and the side/back taper no shorter than one inch at the shortest point. The taper will end above the dress blouse collar in the back, and at the natural hair line around the ears. High and tight haircuts short enough to reveal the scalp, "crew-cut" tops, or shaved top, side or back of the head are not authorized for female fourth class cadets. The short, tapered style will be maintained for the entire fourth class year.

Upper Class Female Cadets

Females will ensure that their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance.

Trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Only straight parts are authorized.

Females may wear braids, as long as the braided style is conservative, the braids lie snugly on the head, and any hair holding devices comply with the standards in paragraph 4 below.

Dreadlocks are prohibited in uniform or in civilian clothes on duty.

Hair will not fall over the eyebrows or extend below the edge of the dress blouse collar at any time during normal activity or when standing in formation. Graduated haircuts will not exceed 1" in difference between the front and the back.

Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free hanging hair is visible and not to exceed 2" in bulk and no more than 3" from the scalp. The hair at the top of the head will also not exceed 2" in height as measured from the scalp. This includes styles worn with the physical fitness uniform.

Styles that are lopsided or distinctly unbalanced are prohibited.

Ponytails, pigtails, or braids that are not secured to the head (allowing hair to hang freely), widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited with the following exceptions:

Female cadets are authorized to wear their hair in a ponytail or single braid if:

Wearing the cadet physical fitness uniform and engaged in authorized physical fitness activities.

While wearing a distinctive Cadet Athlete or Club Squad athletic uniform.

Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual's natural hair and comply with all the grooming policies of these paragraphs.

Females will ensure that hairstyles do not interfere with proper wear of military headgear. When headgear is worn, the hair will not extend below the bottom edge of the front of the headgear, nor will it extend below the bottom edge of the dress blouse collar.

Hair-holding devices are authorized only for the purpose of securing the hair. Cadets will not place hair-holding devices in the hair for decorative purposes.

All hair-holding devices must be plain and either clear or of a color as close to the cadet's hair as is possible.

Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to, large, lacy scrunchies; beads, bows or claw clips; clips, pins, or barrettes with butterflies, flowers, sparkles, gems, or scalloped edges; and bows made from hairpieces.

Cadets may not wear hairnets unless prescribed by the Citadel Surgeon.

2.4.1.8.9 **Fingernails**

All personnel will keep fingernails clean and neatly trimmed.

Males will keep nails trimmed so as not to extend beyond the fingertip.

Females will not exceed a nail length of ¼ inch, as measured from the tip of the finger.

2.4.2 **Cadet Accountability**

2.4.2.1 **General**

2.4.2.1.1 The disciplined environment of The Citadel requires strict accountability of cadets at all times and is established through a system of authorized absences, formations, sign-in/sign-out requirements, and All-In checks/All-Right challenges. **The Regulations and Discipline Sergeant has the responsibility to ensure all formation reports are submitted in a timely manner (regardless if there is an AWOL or not) and that cadets are properly signed in and out. They will also ensure that the Duty Teams and Division Inspectors complete and submit their All-Ins.**

2.4.2.1.2 The Cadet 24-Hour Schedule provides the framework within which each Citadel cadet develops the personal discipline and sense of responsibility required of a Citadel cadet.

2.4.2.1.3 Bugle calls for most cadet events provide an audible reminder of requirements, but do not relieve the cadet of the responsibility to be present at required events.

2.4.2.2 **Authorized Absences**

2.4.2.2.1 Cadets are required to be present at all formations unless excused by proper authority. The proper authority to excuse cadets is the Cadet Company Commander, Office of the Commandant, Special Orders, Special Leave, Training Schedule entries which require the cadet to be at an alternate location, or admission to a medical facility.

2.4.2.3 **Training Schedule EMAIL and Bulletin Boards**

2.4.2.3.1 Cadets are responsible for checking the Training Schedule, their email and company bulletin boards each day. Events which appear on the Training Schedule are mandatory and take priority over other general duties.

2.4.2.3.2 The Tuesday and Thursday blocks from 1100-1150 are Commandant's time. Cadets will not schedule any activity other than Commandant prescribed activity during this time.

2.4.2.3.3 Cadets are required to check their email, check CAS and read the bulletin board twice daily

2.4.2.4 **Special Orders**

2.4.2.4.1 Special Orders detail individuals or groups of cadets to participate during a specific timeframe in special activities.

2.4.2.5 **Special Leave**

2.4.2.5.1 Special Leaves may be granted to individual cadets for special events when cadets will not be representing The College and for which General Leave, Overnight Leaves, Weekend Leaves, or Charleston Passes will not meet their needs.

2.4.2.5.2 Special Leave requests to appear in court require court papers/ summons, or traffic notice to be submitted with request.

2.4.2.5.3 Cadets requesting Special Leave for substance abuse counseling/classes or AA meetings must go through and be placed on Special Orders by the Counseling Center.

2.4.2.5.4 Medical Special Leaves are granted by the Infirmary. The Citadel Counseling Center and Infirmary will notify the Commandant's Department of any cadet(s) granted Medical Special Leave.

Cadets admitted as in-patients at a medical facility will be placed on medical Leave by the Infirmary and are excused from cadet duties while in that status.

Visits to medical facilities required due to serious illness or injury will be promptly reported to the Cadet Chain of Command.

- 2.4.2.5.5 Requirements for any extensions to any leave/absence (other than medical leave) must have the approval of the appropriate TAC Officer/COC or the Commandant's office.
It is incumbent on the cadet to make this coordination, not the cadet Chain of Command.
The Cadet Chain of Command does not have the authority to approve extensions of cadet leaves or absences.
- 2.4.2.6 **All-In Check, All Right Challenge/Answer**
- 2.4.2.6.1 All-Ins will be conducted by the senior of the cadet duty team at 1950 and 2300 hours except during periods of General Leave (Friday and Saturday) when it will be conducted at 0000 hrs. and 0100 hrs. The ALL-ins will be done on the CAS system and results entered within 3 hours of the performance of the all-in. See the White Book for details on how to conduct All-Ins. OCs are authorized to verify cadets are present in their assigned rooms using the master key, upon request by those assigned to perform All-Ins.
- 2.4.2.6.2 The All-In Challenge.
Cadet conducted All-Ins will only be conducted by a cadet senior or junior rank holder.
The person(s) conducting the All-In checks will check each room occupied by cadets from their unit.
The person(s) conducting the check will knock on the room door and issue the verbal challenge of "All-In" to each room occupied by cadets in their unit.
- 2.4.2.6.3 The room occupants will open the door and the inspector will visually confirm their presence
- 2.4.2.6.4 The All-In Reply. The reply to the challenge of "All-In" will be one of the following:
"All-In" - meaning that all the occupants of the room are present.
"Not all-In" - meaning that one or more of the occupants are unaccounted for. The person conducting the check will obtain the name(s) of the unaccounted for cadets.
"All-Right," - meaning that not all the room occupants are present but that the absences are authorized.
- 2.4.2.6.5 The All-Right Challenge. Individuals in positions of authority may use the challenge "All-Right" as a means to determine if the activity of the challenged cadets is authorized.
For example, a cadet departing Lesesne Gate at 1030 hours would be challenged by the guard "All-Right," because the departure is at a time not normally authorized for cadets to depart campus.
- 2.4.2.6.6 The All-Right Reply.
When challenged by "All-Right," the challenged cadet should answer either "All-Right" or "Not All-Right," depending on whether the activity is authorized or not.
- 2.4.3 **Visitation**
- 2.4.3.1 Since The Citadel is state property, visitors are welcome to visit The College and those facilities that are not specifically intended for the sole use of cadets, faculty, and staff. Specific building regulations and the daily routine dictate authorized visiting hours.
- 2.4.3.2 **Cadets visiting cadets in barracks rooms.**
- 2.4.3.2.1 Cadets are not permitted to visit another cadet's room during Call to Quarters (MSP, ASP, and ESP) except to conduct authorized official business or to study. Unit commanders will ensure proper monitoring through division inspectors.
- 2.4.3.2.2 Members of the guard in the performance of official duties may enter a cadet's room at any time. If the room is unoccupied, the guard must be accompanied by another cadet.
- 2.4.3.2.3 When cadets are under arrest, they may receive only those visitors carrying out official duties.
- 2.4.3.2.4 Visiting by cadets is prohibited after "last all-in of the day."
- 2.4.3.2.5 A cadet may not enter another cadet's room when the room is unoccupied.
- 2.4.3.2.6 Fourth Class cadets and Upper Class cadets will not be in the same room unless the door is open all the way and the lights are on. Exceptions to the aforementioned policy include official meetings conducted by the cadet Chain of Command.
- 2.4.3.3 **Visitors in Barracks**
- 2.4.3.3.1 No civilian visitors (including special students and alumni) may enter the barracks unless escorted by an officer or cadet and then only after permission has been obtained from The President, The Provost, The Commandant, or a Battalion TAC.
- 2.4.3.3.2 Visitors are escorted by an officer or a cadet member of the guard while in the barracks.
- 2.4.3.3.3 Out-of-state and local visitors may request information at Lesesne Gate or any barracks to ascertain the company or battalion assignment of any cadet. Visitors are afforded every courtesy and given correct information.
- 2.4.3.3.4 Visitors may visit with cadets not attending class, military training, or specified official duties.
- 2.4.3.3.5 Any request by a visitor for a cadet to leave the campus must be approved by The Commandant, TAC officer, or COC/OC. The COC/OC should only allow campus departures for emergencies and seek concurrence from a TAC officer.
- 2.4.3.3.6 Receiving Visitors
The reception/TV room in Mark Clark Hall is the official place to receive visitors.
The cadet snack bar is also an authorized place where visitors can be entertained.
Cadets are encouraged to show visitors the Library, Museum, Chapel, Mark Clark Hall, Jenkins Hall, and other points of

interest on campus during visitation hours

2.4.4 **Sign-In/Sign-Out**

2.4.4.1 Sign-out

When departing from or returning to campus for any reason (Cadet Athletics, Special Orders, Special Leave, Weekend, Overnight, Furlough, etc.) cadets will sign-out and sign-in using the Cadet Sign-Out/In System.

It occurs anytime a cadet leaves campus on other than Furlough and General Leave.

2.4.4.2 Sign-in

This occurs when a cadet who signed out on a previous date returns, or a cadet who was properly authorized to miss the Retreat/ ESP Formation, returns to the barracks.

2.4.5 **Football Games**

2.4.5.1 All cadets will march to the stadium for football games except as authorized by The Commandant.

2.4.5.2 Cadets will be allowed to tailgate at Johnson Hagood stadium during this period; however, they are not authorized to consume alcoholic beverages while at the tailgate. Cadets will not be allowed to tailgate during the game to include at Half-Time.

2.4.6 **Guard Duty**

2.4.6.1 A cadet guard shall be maintained at the barracks at all times when the Corps of Cadets is present.

2.4.6.2 The mission of the guard is to provide security, maintain communication, carry on routine administration, enforce regulations, report violations, and carry out all orders of duly constituted authority.

2.4.6.3 United States Army regulations regarding interior guard duty, as modified by The Commandant, shall govern. See the Regimental Guard Orders for details: <http://www.citadel.edu/root/Cadet-regulations>.

2.4.6.4 Cadets on guard will keep their room in appropriate MRI order.

2.4.6.5 Only those cadets that were up performing guard duties after 2400 hours are authorized to be in bed during the morning study period the next day.

2.4.7 **Military Courtesy**

2.4.7.1 The general rules of Military Customs and Courtesies are outlined in The Citadel Publication *The Guidon*, in U.S. Army Field Manuals 21-13 and 22-5, and in the book *Code of Distinction*.

2.4.7.2 Cadets shall use "Sir" or "Ma'am" in addressing college officials and staff.

2.4.7.3 When outside, cadets salute all officers and warrant officers and when "Reveille", "To the Colors," "Ruffles and Flourishes," and the National Anthem are played.

2.4.7.4 When inside, cadets salute only when reporting to an officer.

2.4.7.5 The dress of the person saluted (civilian or uniform) or the cadet saluting is immaterial; recognition is all that is necessary.

2.4.7.6 Upper class cadets do not salute other cadets except in performance of official duties.

2.4.7.7 Cadets in formation need not salute individually. The ranking cadet calls the group to attention, if necessary, and salutes for the group.

2.4.7.8 Cadets in informal groups are called to attention by the first cadet observing an officer and all salute.

2.4.7.9 Honors.

During honors to the colors or to individuals, all activities within sight or hearing of the honors cease activity.

Cadets salute if outdoors, whether a part of the ceremony or not and regardless of uniform.

2.4.7.10 Reporting.

Cadets report at "attention" to a college official or faculty member.

A salute should be rendered at the beginning and end of the report.

If directed to report, a cadet reports with "Sir/Ma'am, Cadet (Cadet's last name) reports."

If not directed, a cadet reports with "Sir/Ma'am, Cadet (Cadet's last name) requests permission to speak with (title, name of person addressed)."

2.4.7.11 Cadets in rooms come to attention upon the entrance of a college official or officer.

2.4.7.12 Cadets do not break ranks of or walk through the formation of another unit.

2.4.7.13 WHEN IN DOUBT, SALUTE!

2.4.8 **Parades**

2.4.8.1 Parades showcase The Citadel and the Corps of Cadets to the public and are a mandatory formation.

2.4.8.2 Commanders will lead their units at parade unless on authorized absence approved by the Commandant's Department. At that time, the XO will lead the company. In the case where the Battalion Commander and XO are gone, a commander from another company within the battalion will lead the battalion.

2.4.8.3 Military decorum and precision are the expectation of all cadets.

2.4.9 **Property Responsibility**

2.4.9.1 Any cadet who wantonly damages or removes any private or public property without permission shall be required to make proper restitution.

- 2.4.9.2 Cadets will sign for their room and all Citadel property in the room.
- 2.4.9.3 Cadets are responsible for the condition and accountability of the property they are signed for.
- 2.4.9.4 Cadets will not move, break down, or disassemble any furniture in a cadet room or the cadet barracks unless they are an academic 1A or 1B.
- 2.4.9.5 It is the responsibility of the cadet Chain of Command to conduct weekly Over, Short, and Damaged (OS&D) inspections in accordance with Chapter 1, Functions and Procedures, Section 12, of the White Book.

2.4.10 Rifles

- 2.4.10.1 All cadets, except for those assigned to the Band, regardless of cadet athlete status, not armed with swords, will draw, care for, and safeguard a rifle for the entire academic year. All cadets must know the butt and serial number of their rifle.
- 2.4.10.2 Cadets who are to be absent from campus on a special, emergency, or holiday leave for more than 72 hours must turn in their rifle to the Commandant's Supply/Arms Room, or to a Supply Area designated by the Commandant prior to departing the campus.
- 2.4.10.3 At any time a cadet is absent from duty over 72 hours for any reason, including sick in the hospital, AWOL, leave extending beyond 72 hours, the Cadet Unit Supply Sergeant ensures that the rifle is accounted for and turned in.
- 2.4.10.4 Cadets are financially responsible for the federal property issued to them (rifle).
In case of loss, damage, or destruction, the cadet is required to make proper compensation and may be subject to disciplinary action.
Cadets are required to report in writing any defects or damage found on rifle within 48 hours after issue. If no report is made, it is presumed that such property has been issued in good condition.
- 2.4.10.5 The arms issued to cadets are not to be taken from the barracks except for duty purposes. No cadet may lend or exchange such items.
- 2.4.10.6 Cadets must immediately report any rifle loss or disappearance to the Company Commander, Supply Sergeant, and the COC.
- 2.4.10.7 All cadet rifles will be locked in their rifle racks when not in use.
- 2.4.10.8 Cadets are not allowed to scrape, file, cut, or varnish any part of their rifle.
- 2.4.10.9 Abrasives are not to be used on rifles.
- 2.4.10.10 Only oil is to be used in keeping the rifle in condition.
- 2.4.10.11 Cadets who have damaged rifles or equipment are to take them without delay to the Commandant's Supply Sergeant for repair.

2.4.11 Room Arrangement and Responsibility

- 2.4.11.1 **General.** The arrangement, display, and storage of authorized uniforms, equipment, and other articles in cadet rooms is authorized as prescribed in the following subparagraphs.

Cadets will keep their textbooks, uniforms and clothing in their barracks room and will not store them in athletic buildings, gym lockers or cars.

2.4.11.2 Room Assignment

- 2.4.11.2.1 Cadets normally room with members of their own class and organization (company/staff).
- 2.4.11.2.2 At no time may members of the opposite gender room together.
- 2.4.11.2.3 Assignments are approved by the Company First Sergeant.
- 2.4.11.2.4 Academic 1A Seniors can rearrange their rooms, outside of White Book standards, as long as the room is safe for ingress and egress in case of emergencies and that the furniture is not stacked on top of each other. ***. At no time will a cadet dismantle or take apart any furniture except for breaking down the bunk beds into singles. Damage to furniture will result in a cadet paying for the damage.***

2.4.11.2.5

2.4.11.3 Room Security

- 2.4.11.3.1 All cadet rooms will be secured (LOCKED) when unoccupied and between "Lights Out" and Reveille the next morning.

2.5 UNIFORM POLICIES

2.5.1 Authorized Articles of Uniform

- 2.5.1.1 The Citadel uniform is composed of articles of dress issued by the Cadet Store or approved by the College Uniform Board, Commandant, and President.

2.5.2 Wearing of the Uniform

- 2.5.2.1 ***See Chapter 7 of the White Book for all uniform details and proper wear.***
- 2.5.2.2 Proper wear of uniforms is expected of all cadets.
- 2.5.2.3 Cadets will wear authorized uniforms at all times when performing any duty, on General Leave, Special Leave, or Special Orders.
- 2.5.2.3.1 ***When authorized by the Commandant, academically classified second semester seniors (1B) will depart and return to campus in the authorized leave uniform, however, once off campus may wear Khaki pants and a conservative***

collared shirt with brown belt/brown shoes or Black belt/black shoes while on Leave. Females are authorized to wear dress slacks or a conservative dress/skirt which is no shorter than 3 inches above the knee. No Tee shirts, shorts or blue jeans are authorized. .

2.5.2.3.2 *Upper-class cadets and during the second semester fourth-classmen may change into civilian clothes when outside 10 mile radius (not driving distance see map at : <http://www.citadel.edu/uniformmap/map.aspx>) from The Citadel Campus while on leave or as specified below:*

2.5.2.3.2.1 *While on leave at the area's surrounding beaches (Isle of Palms, Sullivan's Island, Kiawah/Seabrook Island, Folly Beach, and Edisto Island/Beach).*

The appropriate civilian clothes/beach wear may be worn after crossing the Ben Sawyer Bridge enroute to Sullivan's Island, the Isle of Palms Connector enroute to the Isle of Palms, and after crossing the Folly River Bridge to Folly Beach. Civilian clothes will not be worn beyond these points when returning.

Cadets departing campus by boat from The Citadel Boating Center may depart in swimsuit. If a shirt or outer garment is desired, only Citadel PTs are authorized.

First Class cadets are allowed only two suits/dresses, kept in a bag. For all furloughs, upper-class cadets may depart from and return in civilian clothes. Fourth Class cadets depart and return in seasonal uniform, unless otherwise specified by the Commandant.

2.5.3 Cadets are not authorized to wear civilian clothes on campus at any time during the academic year other than the following:

Upper Class Cadets departing on or returning from Furlough.

2.5.4 **White Book**

2.5.4.1 See Chapter 7 in the White Book for further discussion regarding uniforms.

2.5.5 **Uniform of the Day**

2.5.5.1 **Mandatory formations will require all cadets to wear the Uniform of the Day, as announced.**

2.6 **OTHER**

2.6.1 **Escorting**

2.6.1.1 A male cadet should offer his left arm to a woman when walking conditions warrant.

2.6.1.2 A female cadet may take the arm of a male under similar conditions.

2.6.1.3 Walking arm-in-arm, however, does not preclude the requirements to render proper military courtesies.

2.6.1.4 Affectionate physical contact with guests or other cadets in public, such as holding hands or walking or sitting with arm around waist or shoulder, is not considered respectable behavior while in uniform.

2.6.1.5 Cadets will not walk arm-in-arm unless enroute to or returning from a formal social function.

2.6.1.6 Cadets are responsible for the conduct and decorum of their guests while they are visiting The Citadel.

2.6.2 **Lost and Found**

2.6.2.1 Any cadet who has lost any substantial article will report the loss through the Chain of Command, who will notify the Battalion and Regimental Provost Marshal (if available).

2.6.2.2 The Battalion and/or Regimental Provost Marshals will report the loss to Public Safety and the Battalion TAC/OC.

2.6.2.3 If not available, notify the Coordinating Officer in Charge (COC), who will notify Public Safety.

2.6.3 **Medical Services**

2.6.3.1 **General**

2.6.3.1.1 General medical services (inpatient and outpatient) are available at The Citadel Infirmary and athletic rehabilitation & orthopedic support services are available at the Sports Medicine Facility (Seignious Hall) for all cadets.

2.6.3.1.2 Charges for services of college physicians, nurse practitioner, athletic trainers and nurses are included in the yearly Infirmary fee.

2.6.3.1.3 Additional charges for medications, lab work, X-rays, EKGs, etc., will be billed to the cadet's account.

2.6.3.1.4 In the event of an emergency, the cadet will be stabilized and transported to a local medical center emergency department for evaluation and treatment.

2.6.3.1.5 Cadets may also be referred to local specialists for services not available at the Infirmary (surgery, cardiology, etc.).

2.6.3.1.6 The cadet is required to have supplemental family or student health insurance to cover off-campus medical charges.

2.6.3.1.7 The Infirmary is open 24/7 during the academic year.

After 2100, the Infirmary entrance is locked (for security reasons), so cadets must ring the doorbell to gain entrance.

Between 2300 and 0600, cadets requiring medical treatment must inform the guard in the barracks, who will notify the OD/JOD or COC when the cadet has left the barracks to visit the Infirmary.

2.6.3.1.8 Cadets are subject to the orders of physicians, nurses, and trainers at all times when in the Infirmary or Sports Medicine Facility.

2.6.3.1.9 Patients and visiting cadets will obey all Infirmary regulations.

2.6.3.2 **Off-campus care**

- 2.6.3.2.1 Except for emergencies occurring while on leave or furlough, a cadet may not arrange for or receive routine medical treatment from physicians or other medical providers without the knowledge of the Citadel Surgeon or his representative.
- 2.6.3.3 **Medical Pass / Medical Leave**
- 2.6.3.3.1 Applications for a Medical Pass (for medical treatment in the immediate Charleston area), or for Medical Leave (for care outside Charleston or overnight) must be submitted to the Citadel Surgeon at least two duty days before the date needed.
- 2.6.3.4 **Medical Documentation**
- 2.6.3.4.1 After receiving medical or dental care off-campus, cadets must submit documentation to the Infirmary concerning the illness or injury, treatment, medications, and follow-up visits.
- 2.6.3.4.2 This documentation must be provided as soon as possible after return to campus following the appointment.
- 2.6.3.5 **In-Patients**
- 2.6.3.5.1 Sick and injured cadets admitted to the Infirmary (in-patients) will wear the PT uniform and are not eligible for weekend or general leave unless approved for Medical Leave.
- 2.6.3.5.2 In special cases, the Citadel Surgeon can grant convalescent leave following an illness or injury.
- 2.6.3.5.3 Class Status: Cadets admitted to the Infirmary (in-patients) must be on class status in order to leave the Infirmary for class attendance, barracks visits, library visits, etc.
They will sign in and out on the Patient Sign In and Out clipboard.
In patients on class status will wear the PT uniform with appropriate outer wear when on campus away from the Infirmary.
Cadets will return to the Infirmary for all meals, required vital signs, and medications.
They will not leave campus except for an approved off-campus appointment (on Medical Pass) or an approved Medical Leave.
Uniform off campus will be leave uniform unless an alternate uniform is specifically authorized by the Citadel Surgeon.
- 2.6.3.6 **Medical Information**
- 2.6.3.6.1 No one is permitted to release any cadet medical information (nature of illness or injury, treatment, etc.) without first securing permission from the cadet in writing.
- 2.6.3.7 **Emergency Situations**
- 2.6.3.7.1 **Serious injury or illness**
Not breathing
Unconscious or unresponsive
Bleeding profusely from an open wound
Unable to walk even with assistance
Severely injured from a fall or motor vehicle accident
Suspected to have a neck injury or
Suffering from other conditions threatening life or limb
- 2.6.3.7.2 **In the event of a serious injury or illness, immediately call Public Safety at 8-1-1 (on-campus phone) or (843) 953-5114 (from cell phone) and tell the Dispatcher the patient's location, details of any injury, and the patient's condition**
- 2.6.3.7.3 The Dispatcher will notify the Infirmary and alert the Emergency Medical System (EMS) for ambulance transport to a local hospital Emergency Department.
- 2.6.3.7.4 **Do not call the Infirmary; this will only delay the EMS response.**
- 2.6.3.7.5 NEVER MOVE AN UNCONSCIOUS CADET unless to prevent imminent loss of life.
- 2.6.3.7.6 Unconsciousness may be due to a head or neck injury (unstable fracture), drug or alcohol ingestion, or other life-threatening medical conditions requiring immediate treatment in a hospital Emergency Department.
- 2.6.3.7.7 Immediately call Public Safety to arrange EMS transport (8-1-1 from a campus phone or (843) 953-5114 from a cell phone) for an unconscious cadet.
- 2.6.3.8 **Physical injuries and heat illnesses (heat cramps, heat exhaustion, etc.)**
- 2.6.3.8.1 If the cadet is ambulatory, escort him/her to the Infirmary.
- 2.6.3.8.2 If a cadet is unable to walk to the Infirmary and it is during the duty day (0800-1800); call Sports Medicine at (843) 953-6867; they will evaluate and transport a cadet to the Infirmary.
- 2.6.3.8.3 After hours, between 1800 and 0800, call Public Safety at (843) 953-5114 to take the cadet to the Infirmary for evaluation and treatment.
- 2.6.3.8.4 Do not call EMS directly.
- 2.6.3.9 **Intoxicated Cadets**
- 2.6.3.9.1 Cadets who return to the barracks when intoxicated must be identified to the barracks guard, TAC Officer, COC, or

- OC and escorted to the Infirmary for further evaluation.
- 2.6.3.9.2 Those who are unable to walk may be transported to the Infirmary by Public Safety, (843) 953-5114.
- 2.6.3.10 **Sick Call**
- 2.6.3.10.1 Sick Call hours on weekdays are 0630 to 1100 and 1230 to 1430.
- 2.6.3.10.2 On weekends Sick Call begins at 0730.
- 2.6.3.10.3 On PT days, cadets will muster with their units first, then report to the south entrance of Coward Hall.
- 2.6.3.10.4 The JOD will make a Sick Call Roster at 0625, and then march the cadets to the Infirmary.
- 2.6.3.11 **Too Ill for Duty**
- 2.6.3.11.1 Cadets considering themselves TOO ILL for duty MUST report to the Infirmary for evaluation and treatment.
- 2.6.3.11.2 Transportation and necessary assistance can be arranged for cadets unable to walk to the Infirmary.
- 2.6.3.11.3 Those cadets who have not reported to the Infirmary and signed in will not be excused from duty.
- 2.6.3.11.4 The Infirmary staff cannot provide Infirmary Slips (duty excuses) after the fact.
- 2.6.3.11.5 Sleeping in due to illness is not an excuse for missed duty.
- 2.6.3.12 **Excused Duty**
- 2.6.3.12.1 Cadets already on XMD or XPT status will muster with their units, but NOT report to the Infirmary.
- 2.6.3.12.2 Cadets on X-Run, X-Push-Ups, X-Sit-Ups, or limited duty not restricting all PT activities, will muster with their units and participate in PT to the extent permitted; e.g., cadets on X-run status can do push-ups and sit-ups.
- 2.6.3.13 **Check-In**
- 2.6.3.13.1 Upon arrival at the Infirmary, Cadets must sign the log at the window and check-in on the computer in the Waiting Room.
- 2.6.3.13.2 Cadets will remain in the Waiting Room until called by the nurse, who will pull their medical records and direct them to the appropriate exam/treatment areas.
- 2.6.3.13.3 Cadets with pending tests or classes must inform the receptionist at check-in so they can be seen in time for class (prioritized behind cadets with emergencies).
- 2.6.3.14 **Follow-Up**
- 2.6.3.14.1 Cadets will report back to the Infirmary for follow-up care, if directed to do so on the date and time annotated on their Infirmary slip (duty excuse).
- 2.6.3.15 **Sign-Out**
- 2.6.3.15.1 Cadets will be given an Infirmary slip (duty excuse) at sign-out from the Infirmary.
- 2.6.3.15.2 They must report for military duty or class immediately after release from the Infirmary, regardless of the amount of time remaining for that duty.
- 2.6.3.15.3 Cadets who must pick up equipment/books in their rooms before duty or class are allowed twenty minutes (maximum) for this purpose from time of Infirmary sign-out.
- 2.6.3.16 **Infirmary Slip (Duty Excuse)**
- 2.6.3.16.1 Upon arrival for duty or class, cadets will present a copy of their Infirmary Slip to a member of the Chain-of-Command or to their Instructor, who must annotate the time of arrival and sign the slip.
- 2.6.3.16.2 This copy of the Infirmary Slip will be presented to the Company Clerk upon return to the company area.
- 2.6.3.16.3 Cadets must carry the second copy of the Infirmary Slip with them as proof of excused status (XPT, X-Uniform, etc.), as appropriate.
- 2.6.3.17 **Dispositions "Other-Than-Duty"**
- 2.6.3.17.1 **XMD (Excused Military Duty).**
Excused from performing all official military duties, including marching in ranks, for a designated period, generally not more than 21 days. If excuse exceeds 21 days, the physician will generally place the cadet on TDS also.
XMD includes XPT, X-Brace, X-Run, X-Push-Ups, X-Pull-Ups, X-Sit-Ups, X-Rifle, and X-Instrument.
XMD prohibits participation in inspections, parade, drill, rifle manual, rapid gallery walking, driving the stairs, sweep detail and all other official military duties.
XMD does NOT include X-Uniform.
The cadet must meet all company formations and must be in proper uniform unless specifically placed on X-Uniform.
After the First Sergeant receives the absentee report, XMD cadets will fall out and proceed to the company destination (not the Infirmary) at their own pace.
If a cadet has been assigned punishment tours, he/she will serve confinements in lieu of tours (one confinements per tour) while on XMD. XMD status does not prohibit light, conditioning exercise, such as walking and swimming, unless specifically prohibited by the Infirmary or Sports Medicine staffs.
- 2.6.3.17.2 **XPT (Excused Physical Training)**
Not required to perform official physical training but must be present, in PT uniform to observe instruction during PT sessions. XPT status does not prohibit light, conditioning exercise, such as walking and swimming, unless

- specifically prohibited by the Infirmary or Sports Medicine staffs.
- 2.6.3.17.3 **XR** (Excused Rifle) or **XI** (Excused Band Instrument)
Excused from carrying a rifle or musical instrument during the designated period.
Cadets must march with their units for all activities other than parades or formal ceremonies.
If assigned tours, they will walk tours without a rifle.
- 2.6.3.17.4 **X-Push-Ups, X-Pull-Ups, X-Sit-Ups and X-Run**
Excused from performing push-ups, pull-ups, sit-ups, and/or running during the designated period.
- 2.6.3.17.5 **X-Brace**
Not required to come to a brace during the designated period.
- 2.6.3.17.6 **X-Uniform**
Excused from wearing the duty uniform during the designated period.
Must wear PT uniform with appropriate outer garments for environmental conditions.
XMD, XPT, and other non-duty status designations DO NOT automatically confer X-Uniform status.
Cadets may not leave campus in PT uniform
- 2.6.3.17.7 **X-Cover**
Not to wear any cover during the designated period.
Cadets may not leave campus in uniform without a cover
- 2.6.3.17.8 **X-Haircut**
No haircut during designated period.
- 2.6.3.17.9 **X-Shave**
Excused from shaving with bladed or standard electric razor during designated period.
Must keep beard neatly trimmed with electric clippers to a uniform length no longer than 1/4 inch.
- 2.6.3.17.10 **X-Sit-Con**
Will not sit Confinements or receive credit for them.
- 2.6.3.17.11 **SS** (Soft-Shoe).
Must wear athletic shoes when in uniform.
May not leave campus in uniform while wearing athletic shoes
- 2.6.3.17.12 **"R"** (restricted) designation added to any of the above restricts the cadet to campus.
Typically, restriction to campus for the weekend will accompany any excused disposition (XMD, XPT, etc.) initiated on a Friday afternoon.
Except as noted above, cadets in restricted status are subject to all cadet rules and regulations.
- 2.6.3.18 **Temporary Disability Status (TDS)**
- 2.6.3.18.1 A cadet is placed on TDS when a medical condition requires that he/she be excused from military duties or physical training for an extended period of time (normally several weeks), but not permanently.
- 2.6.3.18.2 For example, a cadet with a broken leg will generally be placed on TDS for 6 weeks.
- 2.6.3.18.3 TDS will always be accompanied by excused duty (e.g., TDS and XMD, or TDS and SS) TDS does NOT place the cadet on "X-uniform" status.
- 2.6.3.18.4 In exceptional cases, conditions requiring only a few days for recovery might also warrant TDS; e.g., short hospitalization or injury during the Fourth Class Cadre Training Period.
- 2.6.3.18.5 A cadet placed on TDS will not be referred to the Campus Assessment Team (CAT) for medical review except under unusual circumstances; e.g., recovery taking longer than expected or extending into a new semester.
- 2.6.3.18.6 TDS typically ends with the current semester. If more time is required for rehabilitation, then TDS must be renewed based on orders from the treating physician(s).
- 2.6.3.19 **Medical and Dental Appointments**
- 2.6.3.19.1 **Routine Appointments**
- 2.6.3.19.2 Appointments for routine dental work, eye examinations, non-emergency surgical procedures, etc. should be scheduled during summer, winter, or spring furlough periods whenever possible.
- 2.6.3.19.3 **Emergency Transport**
In emergency situations, cadets will be transported to specialists and/or medical facilities in the Charleston area to address medical/dental needs beyond Infirmary capabilities.
- 2.6.3.19.4 **Medical Pass**
A Medical Pass is required for local appointments or non-emergency trips to a Charleston Emergency Room. If the services of a local dentist or medical specialist are needed, cadets may either make their own appointments or ask the Infirmary Staff for assistance in getting an appointment.
For appointments made by other-than-Infirmary staff personnel, a written note from the dentist's or physician's office must be received at the Infirmary at least 48 hours before the local appointment (within 50 miles of campus and not overnight). The Infirmary Staff will then issue a Medical Pass.

- 2.6.3.19.5 **Medical Leave**
 Medical leave can be granted for medical treatment more than 50 miles away or treatment requiring an overnight stay. Application for Medical Leave must be submitted along with a written note (appointment slip) from the private physician's/health-care provider's office at least five working days before an off-campus medical appointment. The Citadel Surgeon will evaluate the request, and then forward it to the Commandant (or his representative) for approval/disapproval.
 Once a Medical Leave is approved, the Infirmary will enter the information into the Special Orders computer system, print a copy of the approved order and the cadet will present it to the Company Clerk or designated member of the Chain of Command.
- 2.6.3.19.6 **Scheduling Appointments**
 Off-campus appointments are NOT to be scheduled during classes, drills, parades, or official ceremonies. Friday afternoon appointments (after 1200) will NOT be approved as a general rule. Exceptions may be granted by the Citadel Surgeon in rare cases with sufficient justification.
- 2.6.3.19.7 **Sign-Out.**
 On the day of an appointment, the cadet will report to the Infirmary, sign-in on the Infirmary computer, and pick up a Medical Pass at least one half-hour before leaving for the appointment. Cadets will ask the doctor to document his/her diagnosis, treatment, medications, and duty restrictions, (if any) on the Pass before leaving the office.
 The cadet will then return to the Infirmary to sign-in and to receive an Infirmary Slip (duty excuse). Cadets have 20 minutes after sign-in to report to duty.
- 2.6.3.19.8 **Follow-up Visits**
 If a follow-up appointment is scheduled during a local doctor visit, the cadet must present the appointment slip to the Infirmary nurse so that a Medical Pass can be generated for the next appointment.
- 2.6.3.20 **Prescription Medications**
- 2.6.3.20.1 Cadets taking medications prescribed by a private physician must report this information to the Infirmary for inclusion in the cadet's medical record.
- 2.6.3.20.2 The Citadel Surgeon will determine which medications must be administered at the Infirmary and which may be secured in the cadet's lock box for self-administration.
- 2.6.3.20.3 Prescription drugs will be kept in the original bottle and are not to be shared with anyone else.
- 2.6.3.21 **Malingering**
- 2.6.3.21.1 "Malingering" is defined as feigning sickness or injury to avoid duty or work.
- 2.6.3.21.2 Cadets who fail to give the Infirmary physician or nurse full and/or accurate information concerning their condition with the intent to evade duties or classes will be returned to duty and can be referred for a Commandant's Board for malingering.
- 2.6.3.22 **Campus Assessment Team (CAT)**
- 2.6.3.22.1 The Campus Assessment Team (CAT) is a multidisciplinary team whose mission is to make individualized and objective assessments of an applicant's or a student's ability to safely participate in The Citadel's program, to detect patterns and trends in individual or group conduct, and to provide consultation and support to faculty, staff, and administration in assisting students who display concerning or disruptive behaviors.
- 2.6.3.22.2 The CAT will meet regularly to assess prospective or current students' ability to comply with the physical and behavioral requirements of The Citadel's program; to receive reports and gather information to assess situations involving current students who display concerning or disruptive behaviors; to connect students with needed campus and community resources; to recommend appropriate intervention strategies or disciplinary sanctions; and to monitor ongoing "red flag" behavior of students who have displayed disruptive or concerning behavior.
- 2.6.3.22.3 Cadets who exhibit continuing inability to meet physical standards of The Citadel's educational program. The Citadel Surgeon is responsible for monitoring Cadet "X" status, medical leave, Infirmary usage, etc., and will refer appropriate cases to the CAT. Such inability may be manifested by, among other acts:
 Visiting the Infirmary, or an off-campus provider, twenty-one (21) times or more during a single semester.
 Spending twenty-one (21) days or more on some combination of "X" status, medical leave, in-patient status, etc., during a semester.
 Temporary Disability Status lasting significantly longer than anticipated for a particular illness or injury.
 Major illness or injury which may preclude cadet participation in required military, physical or academic duties for a protracted period.
 Fourth Class Cadets missing more than thirty (30%) per cent of the Fourth Class Cadre Training Period (*i.e.* the period between matriculation and the beginning of academic classes).
- 2.6.3.22.4 Any other behavior that may be associated with serious difficulties in functioning. These behaviors may include:

Excessive class absences.
 Significant change in grades.
 Atypical (for the student in question) failure to attend required activities.
 Atypical (for the student in question) accumulation of punishments.

2.6.3.22.5 For the complete policy on the Campus Assessment Team (CAT), see Memo 2-23, <http://www.citadel.edu/policies/>

2.6.3.23 **Medical Insurance**

2.6.3.23.1 Cadets (all classes) are required to have supplemental medical insurance policies covering them whenever they are present on campus.

2.6.3.23.2 Many cadets are covered under their parents' insurance policies, but most insurance companies also provide individual student health insurance policies (Blue Cross/Blue Shield, Farmers', State Farm, etc.). Most policies provide similar coverage for similar costs.

2.6.3.23.3 The Citadel is also a member of the student health insurance consortium for universities and colleges in South Carolina. The consortium offers yearly health insurance policies through a State contractor which are available to all students, providing reasonable coverage at relatively low cost. Information on this plan can be found on the Infirmary website.

2.6.3.23.4 The Athletic Department (843) 953-5070 has additional information on policies which cover the unique insurance needs of intercollegiate athletes.

2.6.3.23.5 Cadets are required to notify the Infirmary in writing when they change insurance plans or update emergency contact phone numbers and addresses.

2.6.3.24 **Cadet Illness During Parades**

2.6.3.24.1 Cadets who feel that they are too ill to participate in parade must come to the Infirmary as early as possible before the parade.

2.6.3.24.2 Cadet unit commanders may not excuse cadets from parade or other duties because of a "sudden" illness; instead, Cadets must report to the Infirmary for medical evaluation and treatment.

2.6.3.24.3 Sudden Friday afternoon illnesses may result in restriction to campus for the weekend.

2.6.3.24.4 Cadets released to duty status in time to make parade will be restricted.

2.6.3.24.5 If a cadet is released to duty status too late to make the parade, they will be restricted to campus until 0600 the following morning.

2.6.3.24.6 Cadets who get sick after Adjutant's Call (for parade) and feel they are unable to complete the parade may fall out of parade formation and proceed directly to the Infirmary. They must inform a member of their chain of command before falling out.

2.6.3.24.7 Cadets previously excused for medical reasons (TDS, XMD, XR, SS, etc.) must meet the company parade formation. They will then report to the Mess Hall, where the JOD will take roll and direct them to wait until he/she releases them (after parade). They will NOT report to the Infirmary.

2.6.3.24.8 Cadets who feel weak or dizzy may fall out of formation and move discretely to the rear of the formation assisted by one or two other cadets. They will lie in the shade adjacent to the Avenue of Remembrance and sip oral fluids (provided by Sports Medicine trainers, who attend every parade). Once the cadet feels better, he/she will be escorted directly to the Infirmary.

2.6.3.24.9 If a cadet faints during parade, he/she will be moved to the rear of the formation and transported as rapidly as possible to the Infirmary.

2.6.3.25 **Cadet Visitors**

2.6.3.25.1 **Fourth Class Orientation Week**

Only the unit's CO, 1SG/SGM, or HA team member may visit fourth class patients in the infirmary. Check-in at the front desk with the nurse on duty. Visitors may not walk into the wards due to privacy and infection control restrictions.

2.7.3.25.2 **Regular Academic Year**

No restrictions on cadet visitors for in-patients. Visiting hours are 1400 to 2000 hours. Check-in at the front desk with the nurse on duty. Visitors may not walk into the wards due to privacy and infection control restrictions.

2.6.4 **Religious Activities and Ethics Training**

2.6.4.1 The Citadel places a high value on the constitutional right to the free exercise of religion. Furthermore, the development of spiritual, moral, and ethical values is paramount to a Citadel cadet and is one of the four pillars on which we stand. For this reason, religious services, religious activities, and the ethics seminar are key components in the college's program to develop principled leaders. The College and the Corps of Cadets will protect and respect the religious customs of all faiths represented in the Corps of Cadets (reference Citadel Policy Memo 2-22 Religious Activities Policy).

2.6.4.2 **Weeknight Religious Activities**

2.6.4.2.1 Distinctive faith and denominational Christian groups meet on Monday evenings from 1830 to 1945.

- 2.6.4.2.2 No cadet activity will be scheduled at the same time as the religious activities.
- 2.6.4.2.3 Non-denominational/Para-church ministries meet on Thursday evenings from 1830 to 1945.
- 2.6.4.2.4 Permission will not be granted for distinctive faith, denominational, or Para-church groups to meet on Tuesday evenings.
- 2.6.4.2.5 All meetings must end in time for cadets to return to the barracks no later than 1950 hours. Exceptions may be requested through the Director of Religious Activities to the Commandant.
- 2.6.4.2.6 No mandatory cadet activity may be scheduled at such time as to inhibit a cadet's attendance at weeknight religious activities in support of his free exercise rights. Specifically, no company, platoon, or squad knob activity (sweep details, shine parties, Kelly Cup or Best Platoon practice, etc.) will be conducted during weeknight religious activities.

CHAPTER 3 – THE FOURTH CLASS SYSTEM

3.1 PURPOSE

- 3.1.1 The Fourth Class System represents the foundation of The Citadel's signature four-year leadership development programs. It creates the discipline and instills the core values of Honor, Duty, and Respect which is expected of principled leaders in all walks of life.

3.2 BACKGROUND

- 3.2.1 The system is deliberately and appropriately stressful while always remaining positive, professional, and purposeful.
- 3.2.2 Appropriate stress is created through time-proven and time-honored methods, which include bracing, "driving the stairs", and walking in the gutters.
- 3.2.3 The Fourth Class System creates artificial stress to accelerate and make second nature the habits of self-discipline, teamwork, and a collective sense of accountability for everyone on the team.
- 3.2.4 Some past customs are hazing, and, as such, are prohibited not only by college regulations, but by state law.

3.3 PRINCIPLES OF THE FOURTH CLASS SYSTEM

- 3.3.1 All cadets will be treated with dignity and respect.
- 3.3.2 All cadets, regardless of class, will accept personal responsibility for the fair, equitable, proper, and effective operation of the system.
- 3.3.3 All cadets will implement the system in such a manner as to support each cadet's opportunity to achieve academic, military, physical, and moral-ethical excellence.
- 3.3.4 No cadet will put another cadet in a position where he or she must compromise Citadel Core Values or disregard prescribed rules, regulations, or standards.
- 3.3.5 The system will not interfere with a fourth class cadet's right to adequate sleep and food.
- 3.3.6 The system must provide the new cadet with the necessary positive leadership development training to be prepared to exercise leadership within the Corps of Cadets and serve as the foundation for the four-year progression of The Citadel leadership model.
- 3.3.7 The system, implemented in a manner that personifies our institutional core values, uncovers and attempts to develop deficiencies in new cadets, which might otherwise result in a cadet's failure to achieve or exceed prescribed standards of performance.
- 3.3.8 The system provides upper class cadets with the opportunity to demonstrate learned leadership characteristics as they set the example, motivate, train, and mentor new cadets.

3.4 OBJECTIVES

- 3.4.1 To provide new cadets with an understanding of The Citadel's core values of Honor, Duty, and Respect.
- 3.4.2 To teach new cadets the regulations, customs and traditions of The Citadel.
- 3.4.3 To remove wealth and former station as factors in the development of new cadets.
- 3.4.4 To instill in new cadets a sense of humility and selfless subordination.
- 3.4.5 To develop personal character and create a foundation for honorable and ethical decision-making.
- 3.4.6 To instill new cadets with self-discipline.
- 3.4.7 To physically challenge new cadets and establish a foundation of understanding the necessity of physical fitness for life.
- 3.4.8 To instruct new cadets in time management.
- 3.4.9 To prepare new cadets for academic achievement.
- 3.4.10 To inculcate class cohesion in support of The Citadel Mission and the development of Principled Leaders.

3.5 RELATIONSHIP BETWEEN FOURTH CLASS CADETS AND UPPER CLASS CADETS

- 3.5.1 The relationship between fourth class cadets and upper class cadets is one of mentor-mentee and will be formal at all times.
- 3.5.2 . Only the authorized chain of command is allowed to give orders or make corrections to fourth class cadets
- 3.5.3 A fourth class cadet's response to verbal communication from an upper class cadet is limited to "Yes, Sir," "No, Sir," "No Excuse, Sir," "Request permission to make a statement, Sir," or "Request better judgment. Sir" or "Yes, Ma'am," "No, Ma'am," "No Excuse, Ma'am," "Request permission to make a statement, Ma'am," or "Request better judgment, Ma'am."
- 3.5.4 Verbal communication by an upper class cadet to a fourth class cadet is official, firm and professional.
An elevated voice level and inflection is used by cadet leaders to indicate emphasis.
- 3.5.5 The use of profane, abusive, or sexual language is not authorized and will not be tolerated.
- 3.5.6 Corporals will be assigned to companies at the beginning of first semester and some will serve on cadre. They will be involved in the training of fourth class cadets but only when a junior or senior member of the chain of command is present.
- 3.5.7 Cadet Corporals will not be allowed unsupervised interaction with fourth class cadets under any circumstances.
- 3.5.8 Non-rank holding upper class cadets are prohibited from interfacing with fourth class cadets unless there is a legitimate reason or on official business of the College (e.g. Senior Mentor system, tutoring, guard).
- 3.5.9 Only the authorized chain of command is authorized to issue orders or make corrections to fourth class cadets.
- 3.5.10 Fourth Class cadets and Upper Class cadets will not be in the same room unless the door is open all the way and the lights are on. Exceptions to the aforementioned policy include official meetings conducted by the cadet Chain of Command.

3.6 FOURTH CLASS REGULATIONS AND TRADITIONS:

3.6.1 General

- 3.6.1.1 Fourth class cadets abide by a set of rules for daily life which are unique to The Citadel and which have been followed by all who preceded them.
- 3.6.1.2 Deviation from these rules is noticed and dealt with in accordance with the provisions of this regulation.
- 3.6.1.3 A successful completion of a fourth class semester is recognized by: First Semester—complete knob training through Thanksgiving leave; Second Semester—complete knob training through Recognition Day.

3.6.2 Fourth Class Cadets at All Times

- 3.6.2.1 Maintain the highest standards of military bearing, presence, appearance, and discipline.
- 3.6.2.2 Extend the military courtesies to all upper class cadet military officers, and Citadel faculty and staff.
- 3.6.2.3 Render a proper military salute and greeting to all cadet officers, and military officers. When in doubt, salute!
- 3.6.2.4 Maintain a respectful relationship with classmates.
- 3.6.2.5 Answer all questions in a direct and unequivocal manner.
- 3.6.2.6 Assume the position of attention when a senior military officer enters a room, when being addressed by an upper class cadet or military officer, except when told to be "at ease" or in the classroom.
- 3.6.2.7 Walk at 120 steps per minute on campus and in the barracks, keeping head and eyes straight ahead.
- 3.6.2.8 Unit policies will not encourage the passing of other fourth class cadets on campus or in the barracks.
- 3.6.2.9 Carry the book bag and other articles in the left hand so as to keep the right hand free to salute.
- 3.6.2.10 Walk single file and on the right side of campus sidewalks, and on the Avenue of Remembrance walk in single file and in the street along the east curb.
- 3.6.2.11 Yield to all other people while walking on campus.
- 3.6.2.12 Use of the Munnerlyn Snack Bar is limited for fourth class cadets to the hours of 0800-1200 and 1300-1800 on weekdays. Fourth class cadets have unlimited use on weekends. Seating for fourth class cadets is located in "Knob

Alley”, located on the left side near the main entrance.

3.6.2.13 Always wear a cover while outside and remove when entering a building.

3.6.2.14 Fourth class cadets will ONLY use Lesesne Gate for ingress and egress to the campus

3.6.2.15 Fourth class cadets will speak **in a conversational tone of voice** between retreat and reveille.

3.6.3 While in the Barracks, Fourth Class Cadets Will

3.6.3.1 Not talk outside their rooms, except when addressed by an upper class cadet or military officer.

3.6.3.2 Walk in barracks at quick-time (120 steps per minute) at attention except while on stairs, where the pace will be slower, and more careful.

3.6.3.3 **No cadet will run on stairs, galleries, or quadrangle. This is to include running back and forth to the sally ports or doing satellites around the battalion (running around the barracks inside or out).**

3.6.3.4 Use only their respective company's stairwell.

3.6.3.5 Read the unit bulletin board, check email and CAS twice daily.

3.6.3.6 Be in complete uniform while outside of their room.

3.6.3.7 When reporting to another cadet’s room, knock twice, and enter only after you have been invited in to the room.

3.6.3.8 Use the quadrangle for formations only (or when conducting clean up duties).

3.6.3.9 **Take at least one shower daily.**

3.6.3.10 Not read or talk in latrines.

3.6.4 Bracing

3.6.4.1 One of the long held hallmarks of the fourth-class year at The Citadel is the practice of “bracing” while in formation. Bracing is defined as:

3.6.4.2 The proper braced position is simply a modified position of attention. Fourth class cadets assume this position in the barracks while on line, in formation, or when an officer or upper class cadet enters their room. It is a stationary position only and is not practiced while marching.

3.6.4.3 To assume the proper braced position bring the heels together sharply on line, with the toes pointing out equally, forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.

3.6.4.4 Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.

3.6.4.5 Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.

3.6.4.6 Having assumed the proper position of attention above, roll the shoulders back and draw the chin in tighter ensuring the head and neck remain vertical.

3.6.4.7 Remain silent and do not move unless otherwise directed.

3.6.5 While in the Mess Hall, Fourth Class Cadets Will

3.6.5.1 Proceed rapidly, without running, ahead of the upper class cadets into the Mess Hall, after falling out of formation at the Mess Hall steps, moving quickly and quietly to assigned seats in the most direct manner.

3.6.5.2 Upon reaching their seats, place their covers under their chairs, jackets or overcoats on the back of the chairs, and prepare the mess in accordance with prescribed procedures.

3.6.5.3 At the command of "Rest," sit on the forward half of the chair with back straight, feet flat on the floor, and head and eyes confined to their table only.

3.6.5.4 Practice proper table manners at all times.

3.6.5.5 Not speak unless spoken to, and when responding will do so **in a conversational tone of voice.**

- 3.6.5.6 Not rest their arms on the table.
- 3.6.5.7 Serve themselves before the upper class cadets have been served.
- 3.6.5.8 Fourth class cadet will eat a "square meal" identified as eyes ahead and squaring their arm and hand movements while eating. Bring the utensil to the mouth while not moving the head. The head and back will remain erect as identified in Para 3.6.5.3.
- 3.6.5.9 Stop eating when addressed.
- 3.6.5.10 Send empty serving dishes for refill as long as there are continued requirements for food at the mess.
- 3.6.5.11 Stop eating with back straight and head and eyes straight ahead during announcements.
- 3.6.5.12 Be prepared to recite an item of Fourth Class Cadet knowledge at the noon mess. Fourth Class Cadet Knowledge ONLY consists of those items of information specified in paragraph 3.9 of this manual and in The Guidon.
- 3.6.5.13 Not automatically leave the Mess Hall immediately after second rest unless they have eaten all they want.
- 3.6.5.14 Will be allowed to eat without ANY interference - after second rest.
- 3.6.5.15 Will, upon leaving their assigned table, file out of the Mess Hall in the most expeditious manner via the nearest exit.
- 3.6.5.16 Fourth class cadets will NOT stack their mess plates or clear the table in any manner.
- 3.6.5.17 Fourth class cadets are not required to ask the Mess Carver for permission to consume any of the items on the table to include condiments.

3.6.6 Areas Off Limits to Fourth Class Cadets

- 3.6.6.1 All grassed areas except while participating in drill, parade, or athletic event (including being a spectator) or on official duty.
- 3.6.6.2 All elevators with the exception of authorized medical condition specified by medical personnel.
- 3.6.6.3 The red tile in Bond Hall lobby except when on official duty.
- 3.6.6.4 The front and west entrances to Capers Hall.
- 3.6.6.5 The front stairs of Jenkins Hall.

3.6.7 Fourth Class Extra Duties and Details

- 3.6.7.1 The following are the only authorized duties and details to be performed by the Fourth Class.
- 3.6.7.2 These tasks are managed at the company level to be equitably distributed and to ensure they are not assigned as punishment.

3.6.7.2.1 Laundry Detail:

Responsible for pick-up of dirty laundry bags from the galleries and placing them at the laundry pick-up point on the designated day.

Delivery of clean laundry to the appropriate room is accomplished on the day the laundry is returned.

3.6.7.2.2 Gallery and Quadrangle Sweep/Police Detail:

Conducted ONLY as outlined in Chapter 1, Section 19 of the **White Book**, on the Corps of Cadets 24-Hour Schedule, and on the Corps of Cadets Weekly Training Schedule.

No other police/sweep details are authorized.

3.6.7.2.3 Outside Barracks Police Detail:

ONLY as outlined in Chapter 1, Section 19 of the **White Book**

No other police details are authorized.

3.6.7.2.4 Brass Detail:

Shine barracks brass plaques during Morning Police Call.

The Regimental Adjutant will create a schedule for shining the Bulldogs (Major Savas) monument - in vicinity of McAlister Field House, and The Citadel Seal in front of Mark Clark Hall.

These details will not be scheduled prior to 0655 hours.

- 3.6.7.2.5 ***Hydro Cleaning Details: Conducted when sweep details cannot effectively clean the areas, or before major weekends where the barracks will be open to the public. All hydro details will be approved by the Battalion TAC and supervised by TACs and cadet chain of command***

Cadets will use brooms and squeegees provided. No cadet will be required to assume abnormal positions in the performance of these duties to include scrubbing on their hands and knees, "hanger details", duck walking, holding buckets out in front of a person at extended arms, etc...no extracurricular physical training will be tolerated. These details will be conducted after parades and will not extend past 1800 hours.

- 3.6.7.2.6 ***Spirit Sign Painting:*** This details purpose is to develop teamwork and provide fourth class cadets the opportunity to practice peer leadership.

This project will be assigned to fourth class cadets in sufficient time to ensure proper completion by 1 October and will be supervised by the Company Commander.

Only one generic spirit sign will be made per company, which will be used during open barracks on Parent's Day, Homecoming, and Corps Day.

No spirit signs are authorized for NCAA sports.

Spirit signs will not be prepared during study periods.

They will not be painted in cadet rooms, barracks sally ports, or in any other building on campus.

Any damages incurred by painting in unauthorized areas will be paid for by the cadets involved.

Signs will consist of no more than 4 twin size sheets in size, obtained from Central Supply.

Paint will be obtained from battalion funds.

Signs that contain offensive pictures or words, or exceed size limits, will be destroyed and will not be replaced for the remainder of the year.

No other spirit signs (BV, ring night, etc.) are authorized.

Company commanders will ensure these rules are known by the company chain of command and the sign painting team prior to allowing them to paint.

The specific design for the Spirit Sign will be approved in advance by the Company Commander, The Battalion Commander, and Company TAC.

- 3.6.7.2.7 Any task of a personal nature for upper class cadets is prohibited.

3.7 FOURTH CLASS TRAINING

3.7.1 General

- 3.7.1.1 The training of fourth class cadets is the responsibility of the Cadet Chain of Command under the supervision of the Commandant.
- 3.7.1.2 An established chain of command training cadre is responsible for all fourth class training from their reporting date until joining the Corps during Parents Weekend, at which time the cadre is disestablished and the fourth class cadets are integrated into the Corps of Cadets.

3.7.2 Contact with Fourth Class Cadets

- 3.7.2.1 Training, counseling and inspecting fourth class cadets is restricted to the individual fourth class cadets' Chain of Command.

This will be accomplished through the appropriate Cadet Chain of Command.

- 3.7.2.2 One exception is that all cadets have the obligation and are responsible to correct fourth class cadets who are off campus and in violation of Citadel Regulations.

- 3.7.2.3 This will be done in a professional manner demonstrating respect for the offending cadet as well as maintaining appropriate demeanor expected of Citadel Cadets.

3.7.3 Training Time

3.7.3.1 Training of fourth class cadets is only conducted as reflected on the Cadet Training Schedule.

3.7.3.2 Cadet Company Commanders may utilize the time immediately after Friday parades to conduct extra training.

This training opportunity extends from the beginning of the school year until Parent's Day.

A written training plan must be submitted and approved by the Company and Battalion TACs NLT Monday prior to training then forwarded to the Commandant's Operations and Training Section for posting on the Corps Training Schedule.

There are NO exceptions to this requirement.

On Fridays the timeline will begin after parade but not extend past 1800 hours.

This training period may not be used as punishment and the training must be supervised by a cadet leader with the rank of Lieutenant or above.

Regimental Spirit Physical Training, when scheduled on the Commandant's Yearly Training Calendar and Corps Training Schedule, are included as part of this period.

When included, **Regimental** Spirit Physical Training will be conducted as per the "White Book, Chapter 5" and supervised by the Company Commander or XO.

3.8 FOURTH CLASS KNOWLEDGE:

3.8.1 Fourth class cadets are expected to memorize the items of Fourth Class Cadet knowledge during their cadre training period.

3.8.2 With the exception of the chain of command, the information is contained in The Guidon, The Citadel Training Manual, and the guide for the Leader Development Program.

3.8.3 Incoming fourth class cadets are encouraged to memorize as much as possible prior to the start of their Knob training.

3.8.4 A fourth class cadet must memorize the following items by the prescribed times and have them approved and signed off by an authorized upperclassman or TAC

By the end of Challenge Week cadets must have memorized:

The Citadel Core Values
The Mission of The Citadel
The Citadel Cadet Creed
The Citadel's Honor Code
The Alma Mater
Chain of Command

By the end of Cadre Period cadets must have memorized:

Date Citadel was established
Date Citadel moved to current location
What is The Citadel
8 Battle Streamers
The Phonetic Alphabet
The Citadel's Four Pillars of Leader Development
Definition of Hazing
Definition of Sexual Harassment
Definition of Fraternization
Rifle serial number and butt number
Cadet and US Military Rank

By the end of the First Semester cadets must have memorized:

Significance of Gen Clark's gravesite
Presidents of The Citadel
John Stuart Mill's quote

By Recognition cadets must have memorized:

What CTM stands for
The five steps of CTM

Gen Clark's honor quote
Gen Lee's duty quote
Gen Schofield's discipline quote
Where the Key Learning Outcomes for each class are located
Definition of the Guide for the Leader Development Program

- 3.8.5 By the start of classes, fourth class cadets are expected to have a working knowledge and be conversant in the following:

The Blue Book

The Honor Manual

The Organizations, Functions, and Administration Standard Operating Procedures SOP (The White Book)

The history of The Citadel as contained in The Guidon.

- 3.8.6 All personnel responsible for the administration of the Fourth Class System are also responsible for ensuring that the Fourth Class knowledge requirements do not interfere with the stated objectives of the Fourth Class System.
- 3.8.7 Specifically, cadet leaders are responsible for ensuring that requirements to memorize Fourth Class Knowledge do not interfere with cadet requirements for adequate study time, food, or sleep.

3.9 FOURTH CLASS PUSH-UPS

- 3.9.1 Fourth Class push-ups (other than organizational physical training) are authorized as follows:

Push-ups may be assigned **ONLY** by the individual Fourth Class Cadet's Chain of Command (the Company Commander, Platoon Leader, First Sergeant, Platoon Sergeant, Squad Leader

Push-ups may only be executed in the barracks.

The maximum number of push-ups in a set is 30 during Fall Semester. This is extended to 40 pushups in the Spring Semester when authorized by the Regimental Commander.

Pushups are to be a continuous 2-count exercise, performed IAW The Citadel Physical Fitness Test standards, with the exception that the new cadets will count the repetitions out loud.

Stopping Fourth Class Cadets in the "front leaning rest" position for any period of time is not consistent with the intent of pushups as discipline or motivation and is not authorized.

A space of 15 minutes must be observed between push-up sets.

Push-ups may not be assigned during designated study periods ESP or periods of General Leave.

Push-ups, or any other physical activity, will not be done in cadet rooms at any time. Requests for extracurricular physical training activities must be submitted through the Company Commander to the TAC for approval by the Commandant.

Fourth Class Cadets will NOT perform pushups within 30 minutes of second rest after meals. This includes the time allowed for the evening meal from 1800-1915.

3.10 RECOGNITION

- 3.10.1 Recognition is the term associated with the end of the Fourth Class System thus allowing the establishment of a friendly, personal relationship between upper class cadets and members of the fourth class.

Recognition takes place late in the Spring Term as specified by the Commandant's Yearly Training Calendar. There are several Leadership Development Training Sessions that occur throughout the weeks preceding this event.

The day itself includes several activities such as a Regimental Run, Leadership Development Classes, a physically challenging team building course, a march to the location of the Old Citadel at Marion Square where members of the fourth class renew their cadet oath and the traditional execution of a "class set" [pushups].

Recognition is acknowledged by a simple handshake between upper class and fourth class cadets and the sharing of first names.

- 3.10.2 Early Recognition

There are occasions when an upper class cadet may recognize a fourth class cadet early if the two were previously

good friends or are closely involved in some campus activity where informal day-to-day contact is necessary, such as between cadet athletes.

Requests for early individual recognition will be submitted in writing stating the justification to the fourth class cadet's Company Commander, Company and Battalion TAC, Battalion Commander, Regimental Commander and Commandant.

Recognition will not occur unless approved by the Regimental Commander with the concurrence of the Commandant and the respective TACs.

If recognized in this manner, the fourth class cadet continues to operate inside the Fourth Class System for the remainder of the school year.

3.11 FIRST CLASS MENTOR PROGRAM:

3.11.1 **General:** The purpose of the First Class Mentor Program is to provide qualified seniors with a servant leadership opportunity to mentor fourth class cadets across all four pillars. At all times, first class cadets participating in the mentor program will be aware that the program exists for the senior to serve the subordinates and participate actively in the mentee's development. Personal servitude, where the subordinate serves the senior in any capacity, works against the spirit and intent of the mentor program and is never authorized or appropriate.

3.11.1.1 Battalion Executive Officers are responsible for the assignment of senior mentors to each member of the Fourth Class in their battalions. If necessary, senior mentors may be assigned a fourth class cadet mentee outside of their home companies but always within their respective battalion.

3.11.1.2 Battalion and Company Commanders, Executive Officers, Human Affairs Officers and Academic Officers will serve as mentors.

3.11.1.3 All other first class cadets, who are academically classified as 1A or 1B, and are academic, conduct, and physically proficient may volunteer, through the Battalion Executive Officer, to participate in the First Class Mentor Program.

3.11.1.4 First class cadets with prior hazing or Fourth Class System related violations in the previous year are not authorized to participate in the mentor program regardless of current proficiency status.

3.11.1.5 Each fourth class cadet will be assigned to a first class cadet mentor upon the return of the Corps.

3.11.1.6 Battalion Executive Officer will provide a listing of the mentor assignments to the Battalion TAC Officer NLT 15 September.

3.11.1.7 Mentors should schedule meetings with their assigned fourth class cadet as needed to assist in the development of the fourth class cadet. No mentoring session should disrupt scheduled study periods or mandatory formations. Meetings in cadet rooms should be coordinated with the fourth class cadet's First Sergeant or Commander. Meeting should be conducted in a professional manner with the fourth class at ease.

3.11.2 Responsibilities:

3.11.2.1 Cadet Commanders: It is the responsibility of every cadet commander to ensure that the First Class Cadet Mentor System neither interferes with the Cadet Chain of Command nor becomes a system of personal servitude. In The Citadel Fourth Class system, personal servitude includes, but is not limited to, cleaning of mentor's rooms by Fourth Class Cadets in preparation for MRIs or SMIs, preparation of duty, parade, or leave uniforms for inspections or off campus events, and running of personal errands such as picking up laundry or bringing food back from Coward Hall or off-campus.

3.11.2.2 First Class Mentors: First Class Mentors are provided this opportunity in order to assist in the development of the fourth class cadet across all four pillars (academic, military, physical, and moral/ethical) and to assist them in developing their own servant- leadership skills. In performance of this they will meet with their fourth class cadet as often as is required to develop a professional relationship marked by trust, and mutual respect. The mentor and his mentee should meet at least once per week. As this relationship develops, the first class mentor should seek opportunities to:

3.11.2.2.1 Assist their fourth class cadet in learning duties required by the Fourth Class System, ensure their fourth class cadet is getting adequate food, undisturbed study time, and adequate sleep.

3.11.2.2.2 Monitor their fourth class cadet's discipline status and report any possible unfair punishments (excessive gross personal appearance, gross rooms, etc.) imposed by under-class cadets to the unit commander.

3.11.2.2.3 Monitor their fourth class cadet's academic status and work with their fourth class cadet's company academic

advisor, Academic Support Center via the Company Cadet Academic Officer.

- 3.11.2.2.4 Monitor their fourth class cadet's physical proficiency in regards to the Corps Physical Fitness Test and the Fourth Class cadet's performance in intramurals. First class cadets, through their own example and experience will assist the cadet chain of command in developing a culture of fitness. First class mentors will not "PT" any fourth class cadet on/off campus as part of the First Class Mentor Program.
- 3.11.2.2.5 Report immediately to the unit commander any violations of the Fourth Class System that are reported by the fourth class cadet.
- 3.11.3 The Commander will ensure first class cadets who receive a tour offense do not participate in the mentor program until all punishments are properly completed.
- 3.11.4 First class cadets who are transferred to another company or battalion for disciplinary reasons lose their privilege to be mentors for the remainder of their senior year.
- 3.11.5 **Fourth Class Cadets:**
 - 3.11.5.1 Fourth class cadets will be open and frank with their first class mentors on their progress and problems they are encountering during their Fourth Class Year.
 - 3.11.5.2 They will not use this mentor system as a means of evading their duties and responsibilities as fourth class cadets, but will use it to improve their knowledge and performance during this formative year.
- 3.11.6 **TAC Officers:** TAC Officers will monitor to ensure that cadet unit commanders are properly supervising this mentor system

3.12 REGIMENTAL COMMANDER'S FOURTH CLASS EVALUATION

- 3.12.1 Prior to the commencement of the second semester final examination period, the Regimental Commander will provide the Commandant a written report which will include an appraisal of the effectiveness of the Fourth Class System during the school year.
- 3.12.2 This report will include, as a minimum, the major problems areas encountered; recommended solutions; and proposed changes to future Fourth Class Systems. The report will be completed and submitted to The Commandant of Cadets prior to Recognition Day.

CHAPTER 4--DINING HALL PROCEDURES

4.1 GENERAL

- 4.1.1 The Cadet Chain of command is responsible for the Corps of Cadets' seating assignments, conduct, general decorum, and meal counts to the Director of Dining Services.
- 4.1.2 The chain of command is also responsible for ensuring the proper provision of all food and beverages at all meals to all cadets.

4.2 RESPONSIBILITY

- 4.2.1 The senior cadet officer present will be in charge of the cadet mess.
- 4.2.2 In the absence of the Regimental Commander, the next senior cadet officer will assume responsibility until the Corps is dismissed.
- 4.2.3 Battalion and Company Commanders/Team Captains are responsible for their unit/team dining areas in the cadet mess.
- 4.2.4 The table Mess Carver (commander) for fourth class cadets will be a cadet officer or a junior class sword bearing NCO who has attended and completed the Commandant's Mess Carver Certification training.
- 4.2.5 No mess with fourth class cadets assigned will have a private of the first, second or third classes as the Mess Carver.
- 4.2.6 Mess Carvers are responsible for the table manners and general decorum of each cadet assigned to their mess.

4.3 RULES OF THE DINING HALL (MESS HALL)

- 4.3.1 As soon as cadets enter the dining hall, they will uncover and rapidly proceed to their assigned tables, place their hats and other garments, if any, on their chairs and remain standing "At Ease."
- 4.3.2 All cadets are required to eat with their assigned companies.
- 4.3.3 Fourth class cadets are prohibited from bracing in the dining hall.
- 4.3.4 When all cadets are in the dining hall, the Regimental Adjutant will call attention. Whenever attention is given, all talking will cease. The Regimental Commander or senior cadet officer present will assume responsibility for the Corps meal time program.
- 4.3.5 Cadets will not begin to serve food or to eat from any plate until the command "Rest" has been given by the Regimental Adjutant.
- 4.3.6 Fourth class cadets may prepare their respective messes (pour milk, straighten table, etc.) before the moment of silence.
- 4.3.7 When food is served the fourth class cadets on the mess will be given a normal portion of each item before the upper class cadets are served.
- 4.3.8 Good conduct and good manners at the table is the expectation and standard.
- 4.3.9 The use of the public address system in the dining hall is limited to the Regimental Commander, Regimental Executive Officer, Honor Chairman or the Regimental Adjutant.
- 4.3.10 Cadets will remain at the table until second "Rest" is given except when acting in an official capacity. With the permission of the mess carver at each table, cadets may at this time leave the dining hall individually.
- 4.3.11 Mess carvers will not summarily dismiss their mess at second rest, but allow all cadets to remain and eat if desired.
- 4.3.12 Removing food (other than small amounts for immediate consumption **inside the barracks, not walking around campus**) or dining hall utensils/equipment, is prohibited.
- 4.3.13 Cadets will sign for dining hall property which they break. The server will give a damage slip to the Mess Carver, who will require the responsible cadet to sign it.
- 4.3.14 Individual cadets, except members of the guard, will not proceed to and enter the dining hall prior to the arrival of the Corps. Unless otherwise ordered, the uniform will be the duty uniform.
- 4.3.15 Cadet Mess Carvers are responsible to ensure all members of their mess receive adequate amounts of all food items.
- 4.3.16 The Mess Carver is in charge of the mess. Only the Mess Carver will require fourth class cadets to give "mess facts" and the "mess facts" will be in accordance with the Fourth Class System.
 - Additionally, the Mess Carver will not allow other cadets on the mess to yell at or harass fourth class cadets.
 - All cadets will speak in a conversational tone, and act with proper manners.
 - fourth class cadets will not be asked to tell jokes of any kind.
- 4.3.17 Visitors, except for visiting athletic teams and other individuals specifically authorized by the Commandant, are not permitted to take meals in the cadet dining hall.
- 4.3.18 The dining hall is OFF LIMITS to all cadets except during regular or specially scheduled meals or when a cadet may have official business at the dining hall.
- 4.3.19 No weapons are allowed in the mess hall (i.e. M-14s, Rubber weapons, bayonets or Summerall Guard Rifles).
- 4.3.20 Cadets are authorized to wear their service-specific uniforms to evening mess only on Mondays and Thursdays, following ROTC lab training. The uniform, which is required to be complete, clean, and unsoiled, must be in compliance with the cadets' respective ROTC Department's Plan of the Week.
- 4.3.21 **Blazers uniforms are permitted provided the cadet is on the way out to or coming from leave/special orders.**
- 4.3.22 At no time are PTs authorized in the mess hall.
- 4.3.23 All cadets are required to eat with their assigned companies.

4.3.24 Optional Meals

Breakfast Mess

Optional for upper-class cadets on Monday and Thursday with a speed line between 0720 till 0930. Morning formation is still **MANDATORY**.

Evening Mess

Monday through Thursday: Optional/flexible mess for all upper class cadets (Cadets desiring to attend may go between 1700 and 1930 hours).

Friday, Saturday and Sunday: Optional for all classes.

Saturday Breakfast

Optional or mandatory depending on scheduled events and will be reflected on the Cadet Training Schedule.

Saturday Lunch: Optional for all cadets.

Brunch (1000-1300): Optional for all cadets.

4.3.25 **Mess Hall Complaints and the Mess Council**

4.3.26 Any cadet wishing to report unsatisfactory food or other conditions shall make such a report to the cadet in charge of the table, who shall report the facts to the Supply Sergeant. Serious matters shall be reported promptly to the Regimental Supply Officer who will notify the Assistant Commandant for Operations and Training.

4.3.27 The following personnel are appointed as members of the Mess Council to assist and improve the day-to-day dining service.

Assistant Commandant for Operations and Training.

Chair, Regimental Supply Officer

Battalion Supply Officers

Regimental Supply Sergeant

Battalion Supply Sergeants

Company Supply Sergeants

4.3.28 The Mess Council is charged with the following specific responsibilities:

Reviewing the daily menus.

Ensuring that the food served is of the highest quality and that the quantity served is adequate.

Ensuring that the cleanliness and sanitary standards are met.

4.3.29 The Mess Council will meet monthly with the Director of Food Services to consider the proposed menus and discuss such other matters as may be brought before it. Additional meetings will be held as necessary in order to carry out assigned responsibilities.

CHAPTER 5 – INSPECTIONS

5.1 GENERAL

- 5.1.1 Commanders are responsible for preparing their units for inspection (rooms and personal) in accordance with prescribed standards outlined in Chapters 7 and 9 of The White Book.
- 5.1.2 Inspections serve two purposes: first, to enable cadet officers and senior officers to determine conditions within the Corps; second, to set the standards the Corps is required to maintain.
- 5.1.3 The form of these inspections is personnel in ranks, room and equipment, and special purpose inspections as directed by Cadet Commanders or by the Office of the Commandant.
- 5.1.4 Cadets are expected to be prepared for inspections at any time.
- 5.1.5 The Cadet Commanders must ensure that their subordinate Chain of Command understands the requirements and standards that must be achieved, that adequate preparation time is allowed, and that subordinates are properly supervised to ensure a successful outcome.
- 5.1.6 Should the Unit Commander determine that a unit or a cadet's preparation is inadequate for a designated inspection; the Cadet Commander may require that additional inspections be completed before authorizing general leave.
These additional inspections may not exceed two hours in duration and need to be approved by the Company or Battalion TAC Officer.

5.2 DAILY INSPECTIONS

5.2.1 Common Area Inspection.

- 5.2.1.1 The Battalion Commander is responsible for the overall appearance of the assigned barracks.
- 5.2.1.2 Company Commanders are in turn responsible for the appearance of their assigned unit areas, to include the quadrangle, galleries, stairwells, and sally ports.
- 5.2.1.3 The members of the Battalion Guard, as representatives of the Battalion Commander, will continuously ensure the proper police of the quadrangle and areas directly adjacent to the barracks.

5.2.2 Morning Room Inspection (MRI).

- 5.2.2.1 Unit Commanders will ensure that their subordinate Chain of Command inspect cadet rooms regularly to ensure they conform to regulations and meet standards.
- 5.2.2.2 Cadets will not be in bed during the MRI period (weekdays from 0800-1200).
- 5.2.2.3 Cadets absent on guard, leave, or Special Orders, including in season cadet athletes, will leave their rooms in MRI order.

5.2.3 Formation Inspections.

- 5.2.3.1 Cadets will be inspected in ranks at each formation by the Cadet Chain of Command to ensure they conform to uniform, equipment, and grooming standards as set forth in these regulations.

5.3 SATURDAY MORNING INSPECTION (SMI)

- 5.3.1 SMIs are formal inspections conducted in accordance with the published training schedule.
- 5.3.2 These inspections will include personnel, rooms, arms, equipment, and common areas of the barracks.
- 5.3.3 Unless otherwise designated by the Commandant, these inspections are led by the Cadet Chain of Command, supervised by the TAC Officers and the inspecting officers designated by The Commandant.
- 5.3.4 During the academic year, one SMI will be designated the Commandant's Inspection and one the President's Inspection. ***There will be no Special Leaves or Special Orders approved during these inspections, except as approved by the Commandant.***
- 5.3.5 Cadets absent on guard, leave, or Special Orders, including in-season cadet athletes, will leave their rooms in MRI order.

5.4 MUSTER INSPECTION (FURLOUGHS)

- 5.4.1 All cadets are expected to be in the designated uniform and conform to the established grooming regulation when they report for muster following Thanksgiving Furlough, Winter Furlough, Spring Furlough, and Summer Furlough.

5.5 UNIT HEALTH AND WELFARE

- 5.5.1 Cadet Commanders may conduct Cadet Unit Health and Welfare Inspections when reasonable suspicion exists that the College Regulations have been violated with regards to alcohol, thefts, prohibited or controlled substances, or contraband existing in the Cadet Barracks or automobiles.
- 5.5.2 **Authority.**
Cadet Commanders (Company or above) must first secure the permission of the Commandant or Chief of Staff, through the Cadet Chain of Command (Battalion CO or REGT CO) before conducting a Health and Welfare Inspection.
- 5.5.3 **Special Instructions.**
When conducting a Health and Welfare Inspection, the Cadet Commander must ensure that the unit is accounted for, and when possible/practical, all cadets of the unit are present for the inspection.

5.6 SEARCHES

- 5.6.1 Officials of the College may conduct searches of a cadet's barracks room, desk, locker, lock boxes, baggage, automobiles, or any other property or place of use of a cadet on campus. Nothing is exempt from search by college officials provided the search is conducted for reasonable cause and is primarily to enforce good order and discipline at the College. NO search of a person is

authorized.

- 5.6.2 Searches are considered outside the scope of everyday inspections and similar in nature to Unit Health and Welfare Inspections; except it applies to individual cadets.
- 5.6.3 Searches of cadet rooms, property, and/or automobiles will be done only after obtaining explicit authorization from the Commandant of Cadets or Chief of Staff for probable cause or reasonable suspicion. The General Counsel will be consulted prior to giving permission. Normally, the cadet is present during a search of their belongings or room, but their presence is not required.

5.7 COMMAND INSPECTIONS

- 5.7.1 Cadets are subject to daily personal inspections and barracks inspections at any time by their Chain of Command, designated representatives of the Commandant's Office, and members of the guard.
- 5.7.2 Automobiles are subject to inspection at any time on campus or on school-controlled property.

CHAPTER 6 - DISCIPLINE

6.1 PURPOSE

- 6.1.1 The Commandant has primary responsibility for the Cadet Disciplinary System and administers the system through the Assistant Commandant for Discipline and Battalion/Company TAC Officers.
- 6.1.2 The Cadet Discipline System exists to maintain good order and discipline within the Corps of Cadets. The system is both developmental and correctional in nature.
- 6.1.3 Cadets learn to live within the standards of behavior necessary to support the requirements of cadet life.
- 6.1.4 They also learn how to support, enforce, and administer a disciplinary system through teaching, corrections, and counseling.
- 6.1.5 The system creates an environment so that each cadet may further develop a sense of duty, strengthen self-discipline to live within the spirit of all regulations and directives regardless of the origin, and accept responsibility for his or her actions.
- 6.1.6 The obligations, standards, authorizations, and privileges described by cadet regulations provide cadets opportunities to demonstrate their level of responsibility and performance.
- 6.1.7 The discipline system provides for teaching, counseling, reprimand, punishments, remediation, and conduct reviews.
- 6.1.8 When corrective action is necessary, the TAC Chain of Authority furthers the Cadet Chain of Command's understanding throughout the discipline process on how individual behavior impacts on the command climate of a cadet unit.
- 6.1.9 The continuum of discipline is teach/train, verbal correction/instruction, verbal counseling, written counseling/reprimand, administrative board action.

6.2 CADET BEHAVIOR AND OFFENSES DURING THE SCHOOL YEAR, WHILE ON STUDY ABROAD, FURLOUGH, OR ATTENDING THE CITADEL SUMMER SCHOOL OR EMPLOYED BY THE CITADEL DURING SUMMER FURLOUGH

- 6.2.1 Furloughs are periods when the entire Regiment "stands down" and departs campus. Normally, there are four furlough periods as follows: Fall (Thanksgiving Week); Winter (between Fall and Spring semesters); Spring (during Spring semester); and Summer (from SCCC graduation until the Regiment reconstitutes in late summer). Other furlough periods may be designated by the Governor, Board of Visitors or the President. During periods of furlough, the Cadet Disciplinary System may apply if the conduct meets the criteria established in Section V, paragraph 4, of the College Regulations for the application of Citadel jurisdiction for an off-campus offense.
 - 6.2.1.1 A cadet who commits an act off-campus that reflects adversely on The Citadel or the Corps of Cadets may be punished as if the act had been committed on-campus if the alleged misconduct violates the cadet disciplinary code and the act:
 - Potentially endangers the health, safety, or welfare of members of the campus community
 - Potentially places college property at risk of damage, loss, or destruction
 - Occurs at a time when the cadet represents The College in an off-campus activity
 - Involves conduct that constitutes one or more of the following:
 - A felony act
 - A crime of moral turpitude
 - An act of violence
 - An act that involves the possession, use, distribution or sale of an illegal drug, alcohol, or any other substance prohibited by *College Regulations*
 - An act involving discrimination
 - An act involving sexual harassment.

6.2.1.2 Class I Offenses.

- 6.2.1.2.1 **Expulsion** from the College may be the punishment for the following offenses:
 - 6.2.1.2.1.1 Violation of the Cadet Honor Code;
 - 6.2.1.2.1.2 Commission of any act which is a felony under the laws of any state, the United States, or any other jurisdiction;
 - 6.2.1.2.1.3 Violating The Citadel's drug policy as outlined in Section IV, paragraph 16;
 - 6.2.1.2.1.4 Hazing as defined in Section IV, paragraph 11a;
 - 6.2.1.2.1.5 Commission of any act of a vicious or immoral nature unbecoming to a cadet;
 - 6.2.1.2.1.6 Sexual assault or attempted sexual assault;
 - 6.2.1.2.1.7 Sexual harassment (as defined in Section IV, paragraph 11b);
 - 6.2.1.2.1.8 Serious sexual activity. Serious sexual activity may include, but is not limited to: oral sex, sexual intercourse, or public display of nudity or partial nudity.
 - 6.2.1.2.1.9 Cadets may not engage in serious sexual activity on campus.
 - 6.2.1.2.1.10 Cadets may not engage in serious sexual activity off campus between fourth class and upper class cadets.
- 6.2.1.2.2 **Dismissal** from the College may be the punishment for the following offenses:
 - 6.2.1.2.2.1 Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly provided by College rules or regulations) or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or

- distributed to any person under twenty-one (21) years of age;
- 6.2.1.2.2.2 Disobedience of the lawful command of or an act of disrespect toward any superior officer or official of the College;
- 6.2.1.2.2.3 Persistent significant misconduct, as demonstrated by the accumulation of more than the semester or annual allowable number of demerits or the commission of multiple disciplinary violations carrying forty (40) or more tours, within a calendar year;
- 6.2.1.2.2.4 Any threat to or act against the person or property of another, the effect of which tends to intimidate or influence the enforcement of the rules and regulations of the College;
- 6.2.1.2.2.5 Discharge or possession of firearms on campus (as defined in Section I, paragraph 12) except under proper supervision on authorized ranges;
- 6.2.1.2.2.6 The commission of any act unbecoming to a cadet and/or one which would tend to bring discredit upon the institution or to the uniform.
- 6.2.1.2.3 **Suspension** from the College may be the punishment for the following offenses:
 - 6.2.1.2.3.1 Insubordination or disorderly conduct;
 - 6.2.1.2.3.2 Demonstrating or exhibiting disrespect to a member of the guard in any way, or interfering in any way with a member of the guard in the proper discharge of his/her duties;
 - 6.2.1.2.3.3 Challenging another cadet in a verbally abusive or physically threatening manner for actions taken while in the discharge of his/her duties;
 - 6.2.1.2.3.4 Major violation of the fourth-class system by upper class cadets.
- 6.2.2 The Assistant Commandant for Discipline may award up to 30 demerits and 60 punishment tours. The Chief of Staff may award up to and including 60 demerits and 120 punishment tours for other offenses not enumerated above but considered serious violations of good order and military discipline
- 6.2.3 Cadets who attend Maymester/Summer School at The Citadel will abide by Maymester/Summer School and other regulations published separately.

6.3 SPECIAL PROVISIONS

6.3.1 **Removal from NCAA Cadet Athlete Status, Club Sports, and Extracurricular Activities.**

- 6.3.1.1 Members of cadet athletic teams, club sport teams, or other extracurricular activities will be removed from their activities if found in violation of cadet regulations as listed in the paragraphs below. All team activities include meetings, practices, training, competitions and social functions will be prohibited. Extracurricular activities include but are not limited to, all organized cadet activities under the supervision of the Directors of Cadet Activities.

If a cadet is found in violation of a Class I offense or suitability hearing with a suspension or dismissal held in abeyance, the cadet will be reported by the TAC Officer with a recommendation to the Commandant. The Commandant will then consider all the evidence in the case and forward a recommendation to the President.

A cadet who is recommended by the Commandant to the President for suspension or dismissal due to conduct deficiency may be temporarily removed from all team and extracurricular activities until the President has made a decision and/or the appeal process is complete. The Commandant may also direct similar removal for cases of suspension or dismissal recommended with abeyance.

A cadet who is found guilty of an honor violation by the Honor Court will be suspended from all team and extracurricular activities. In the event that a cadet appeals an Honor Court decision, the suspension will remain in effect until the appeals process is complete.

6.4 CONDUCT DEFICIENT

- 6.4.1 A cadet is considered conduct deficient if one of the following conditions applies
 - 6.4.1.1 Punishment Order - Cadets receiving punishment for Class I or II offenses with awarded tours and/or confinements or cadets who exceed their allotment of demerits during a demerit period.
 - 6.4.1.2 Placed on restriction by the President, Commandant or other official of the college.
- 6.4.2 Cadets who are Conduct Deficient:
 - 6.4.2.1 Are restricted to campus until all the ordered punishment is served and certified by the Duty Team Officer.
 - 6.4.2.2 Are not authorized Charleston Passes, Overnight Leaves, or Weekend Leaves.
 - 6.4.2.3 May not receive their diploma, an honorable discharge, or transfer to special student status.
 - 6.4.2.4 May not hold rank if tours are awarded.
- 6.4.3 Cadets not able to complete their assigned punishment prior to their scheduled graduation must coordinate a community service project with the Assistant Commandant for Discipline (ACD). This will require the cadet to get the work project approved by the ACD. The ACD will coordinate with the community service organization on the reporting requirements for receiving credit for the work. Only after approval by the ACD, can the cadet start her/his work project. After the project is completed, the community service organization will send by e-mail or letter the work done, number of hours and days the cadet worked and their

satisfaction with the work done by the cadet. Only after this has been completed will the ACD contact the Registrar's Office to release the diploma. The cadet will receive their diploma by mail.

6.5 MERITS

6.5.1 Merits are awarded to cadets for outstanding performance of duty, **outstanding academic performance**, personal appearance, or room appearance.

6.5.2 Merits are not awarded for merely meeting standards or for the specific purpose of offsetting previously awarded demerits.

6.5.3 **Each 25+** merits accrued by a cadet during a demerit period will result in the award of an overnight, regardless of class.

6.5.3.1 **Class I Offenses.**

Class I Offenses are those which may result in Expulsion, Dismissal or Suspension

6.5.3.2 **Class II and III Offenses**

Punishments do not include Suspension, Dismissal or Expulsion

6.6 PERFORMANCE REPORTS - CC FORM 53 (PR)

6.6.1 General

6.6.1.1 Violations or suspected violations of regulations on the part of cadets are reported on a Performance Report (PR). The details or facts surrounding the report of an offense are most frequently determined through an Explanation Required Written and face-to-face sessions between the accused and the Chain of Command and TAC Officers.

6.6.1.2 *Any member of the faculty, staff, commissioned or non-commissioned officer or cadet rank holder may complete a Performance Report (PR) alleging disciplinary violations against a cadet for violations of The College Regulations, Blue Book, or other applicable regulations. For violations involving groups of cadets or cadet units, report the allegations to the appropriate TAC and/or Cadet Chain of Command. A PR shall describe with reasonable particularity the conduct of the accused cadet and shall be delivered to the Commandant's Department.*

6.6.1.3 *A PR should be submitted as soon as possible after the event takes place but there is no statute of limitations.*

6.6.1.4 *Prior to the issuance of a PR however, the Commandant, or his or her designee, may conduct an investigation to determine if allegations of disciplinary violations have merit or a more egregious infraction has occurred.*

6.6.1.5 *If the Commandant concludes the charges are without merit, such disposition shall be final and there shall be no subsequent proceedings.*

6.6.1.6 *If the charges are found to have merit, the investigating officer may issue or recommend issuance of a PR, and may later serve in the same matter as a member of a Hearing or Commandant's Board.*

6.6.2 Processing of a PR in CAS

6.6.2.1 In cases where the PR is being written for an offense which may be corrected on the spot, a PR is not required but may be submitted at the discretion of the observer.

6.6.2.2 PRs are also not required for Class III Offenses but may be submitted at the discretion of the observer.

6.6.2.3 PRs are required for Class I and II Offenses and are used to reward outstanding performance with merits.

6.6.2.4 If it is determined that a PR is required, then the reporting official, if practical, will inform the cadet, fill out the PR electronically and submit it.

The PR will then be automatically routed to the cadet for whom the PR is written. It will also be logged into the Cadet Accountability System (CAS) automatically for tracking.

PRs submitted for merits will be posted to the cadet's record, and no further action is required.

6.6.2.5 Cadets will receive an email prompt telling them that they have a PR waiting for them to respond to. The cadet will have **three duty days** to respond to the PR and submit it. Upon receipt of the PR, the offending cadet will either acknowledge the offense or attach an Explanation Required in Writing (ERW) and submit the PR/ERW electronically.

Cadets desiring a Commandant's Board or Hearing will so state on the ERW.

6.6.2.6 The PR will then automatically be sent to the Cadet Company Commander or Executive Officer who will then review the PR/ERW, recommend a punishment and provide any rationale for the recommendation on the PR or the ERW and submit it electronically where it will continue to the Company TAC, Battalion TAC and on to the Assistant Commandant for Discipline for final adjudication. Each of these reviewing authorities have **one duty day** to review and submit the PR/ERW to the next level for adjudication.

6.6.2.7 In the codes column of Annex B there are approval authorities annotated for some offenses (See Annex B and the legend at bottom of page). While these approval authorities are optimal, they may be overridden by the next or higher authority as required.

6.6.2.8 Failure to meet the timelines outlined above will result in the PR automatically being sent to the next higher level for adjudication.

6.6.2.9 TAC Officers may be used as investigating officers on Class I and II offenses at the direction of the Commandant.

6.6.2.10 The TAC Officer may make specific recommendations for punishment to the Assistant Commandant for Discipline.

6.6.2.11 The Assistant Commandant for Discipline will review the Class I or II PR/ERW and either assign punishment (Class IIs or Class IIIs) or make a specific punishment recommendation to the Commandant for a recommendation that a Commandant's Board or Hearing be convened to recommend punishment.

A cadet requesting a Hearing has the option of personally presenting the case before the Hearing Officer or allowing the ERW to stand as his/her defense. Cadet Company Commanders and other members of the accused's Chain of Command should attend the Hearing whenever possible. Hearings will be conducted in accordance with Chapter 11, White Book.

6.6.2.12 The Assistant Commandant for Discipline will review all Class I and II punishments prior to publication. This review will be for the purpose of ensuring compliance with the provisions of this chapter and to note consistency of punishment and disciplinary trends.

6.6.2.13 Final decision on punishments will be made by the Commandant when an issue of inconsistency is raised.

6.7 EXPLANATION REQUIRED IN WRITING – CC FORM 54 (ERW)

6.7.1 Any cadet who is accused of an offense for which a Performance Report (PR) has been written may provide a written explanation of the circumstances surrounding the alleged offense.

6.7.2 There will always be a reason for an offense, but, in most cases, the reason will not excuse the offense. Reasons which are determined to be beyond the control of the offending cadet or extenuating circumstances are taken into consideration when determining the appropriate punishment.

6.7.3 These written explanations are known as ERWs and are submitted using CC Form 54.

6.7.4 No cadet will prevent or attempt to influence any other cadet from writing an explanation of the circumstances surrounding an alleged offense.

6.8 PUNISHMENTS

6.8.1 Demerits

6.8.1.1 Cadets who exceed their demerit period allotment of demerits, will be awarded one tour for each excess demerit.

6.8.1.2 Demerits are punishments awarded either separately or in conjunction with other punishments, such as tours or confinements.

6.8.1.3 Demerits accumulate by month and semester and are not affected by amnesty.

6.8.1.4 Cadets exceeding their authorized demerit allotment during a demerit period (a demerit period is defined as four consecutive weeks) will get one tour for each demerit above the demerit period allotment.

6.8.1.5 Cadets who exceed the authorized demerit totals shown below are subject to disciplinary action and various counseling.

6.8.1.6 The number of demerits a cadet is allowed to accumulate without further penalty is based upon the academic class of the cadet:

<u>Academic Class</u>	<u>Semester</u>	<u>Year</u>
Fourth	120	240
Third	100	200
Second	90	180
First	80	160

6.8.1.7 When cadets exceed 50% of authorized semester demerit total, they appear before a Conduct Review Board (CRB)

The CRB is composed of the Company TAC Officer and the Cadet Company Commander or Executive Officer.

The purpose of the CRB is to determine whether the cadet should be referred to the Commandant for appearance before a Suitability Board (SB).

6.8.1.8 When cadets exceed an authorized annual demerit total, they will be required to appear before a CRB and a SB.

6.8.1.9 Cadets that are not present during the first semester (overseas study/suspension/dismissal/medical leave) will have their second semester demerits treated as though they are annual demerits.

6.8.2 Restrictions

6.8.2.1 Restrictions are automatically awarded to cadets who are assigned cons or tours for the period of time in which they are serving cons or tours.

6.8.2.2 Restrictions may also be awarded separate from other punishments but not in addition to demerits, work, cons, or tours.

6.8.2.3 Restriction to the limits of the campus is imposed on cadets who are Conduct Deficient.

Restricted Cadets may leave the campus only if placed on Special Orders or if granted a Special or Emergency Leave.

6.8.2.4 Cadets on restriction are required to initial restriction sheets in their respective duty room within the 10-minute block of time after each 50 minute period of punishment served. For example, you have from 1250 to 1300 to sign for the 1200 hour block signifying you were present on-campus from 1200-1300.

Restricted Cadets who fail to sign in within the specified time period for each hour will be reported as AWOL.

6.8.2.5 The Company Duty Team is responsible for ensuring the Restriction, Tours, and Confinements sheets are turned in to the Cadet Battalion Adjutant, who will ensure proper completeness prior to forwarding them to the Battalion TAC by 0800 Monday and Thursday morning.

6.8.2.6 Restriction sign-in is required on Wednesday from 1500 to 1900, on Friday 1800 to 0100; on Saturday from 0800 to 0100; and on Sunday from 0800 to 2000.

6.8.2.7 Cadets while on restriction may sign out to authorized activities on campus (e.g. ballgames, etc.); however, only authorized NCAA sporting events preclude cadets from signing each hour (for example, most basketball games are longer than one hour; therefore, it is not practical for cadets to leave the game every 50-minutes to sign restriction

sheets) If a cadet sign-outs on campus to any other location, they will be required to return each hour to sign restriction sheets in their battalion's guard room.

6.8.3 Confinements

6.8.3.1 A confinement is a 50-minute period during which confined cadets, in duty uniform with white waist belt, are required to remain in their assigned confinement classroom (or when approved by the ACD their own room which will be in MRI order) studying.

6.8.3.2 Confinements will be served by battalion in designated classrooms as outlined in Memorandum #2, dated 10 August 2017, "PROCEDURES FOR CONDUCTING CONFINEMENTS, BY CLASS, IN CONFINEMENT CLASSROOMS." The memorandum can be found on the Commandant's Departments Website "<http://www.citadel.edu/root/commandant-and-regimental-memos>"

6.8.3.3 In the rare case where CONs may be sat in the cadets room, the following procedures apply (Only the Commandant or the ACD may direct Confinements to be sat in rooms):

Procedure: Each Class will use a designated Class Confinement Classroom.

Confined cadets

Class Confinement Classroom Assignment

	SENIORS=JH 308	JUNIORS=JH312	SOPHOMORES=JH 313	FRESHMANJH 304
WED PM	ALPHA	ECHO	INDIA	NOVEMBER
FRI PM	PAPA	BRAVO	FOXTROT	KILO
SAT 1400	OSCAR	SIERRA	CHARLIE	GOLF
SAT 1900	LIMA	ROMEO	VICTOR	DELTA
SUN 1400	HOTEL	MIKE	TANGO	PALMETTO BATTERY
		SPARE ROOMS=JH305,307		

- Ten minutes before the start of the first confinement period cadets serving confinements will report in front of the company letter in Duty uniform with waist plate and stand by for inspection. **ALL COMPANY DUTY OFFICER WILL INSPECT THEIR COMPANY CONFINEEES AND THEN MARCH THEM TO JENKINS HALL AND ESCORT THEM TO THEIR RESPECTIVE CLASSROOMS**

6.8.3.3.1 At the beginning of the first confinement period, and after each confinement served, each confined cadet reports to the formation at the base of the company letter to be inspected. At the end of the period, the cadet signs the confinement sheet. A cadet's signature on the confinement sheet indicates understanding of confinement status and that he/she was sitting punishment in their room (as outlined in Para 6.8.3.1 above) during the previous confinement period, unless excused by a proper authority.

6.8.3.3.2 During each confinement period, the Company Duty Officer or NCO will check the room of each confined cadet at least once to ensure that confinement is being served properly. In the case of a confinement being improperly served, the Company Duty Officer or NCO will make a spot correction or mark NC (no credit) on the confinement sheet

6.8.3.4 Academic activities are the only activities in which a confined cadet is authorized to participate.

6.8.3.5 Confined cadets are not authorized visitors and will display a sign on their door which says "CONFINEMENT." The form is available at: <http://www.citadel.edu/root/commandant-administration/commandant-administration-cc-forms>.

6.8.3.6 No Credit (NC). Should the cadet fail to serve punishment (IAW Para 6.8.3.1), the cadet's punishment slot should be marked NC, and he/she will receive a performance report and no credit for the punishment. If the cadet signs for an improper confinement, the cadet will be reported to the honor committee.

6.8.3.6.1 A cadet who improperly performs punishment must sign the appropriate time block with an "NC". Those cadets who properly perform their punishments will place their own initials in the appropriate time block declaring it as an official statement.

6.8.3.7 Confinements are served on Wednesday at 1500, 1600, and 1700; on Friday at 1900, 2000, and 2100; and on Saturday at 1400, 1500, 1600, 1900, 2000, and 2100. In-season cadet athletes are allowed to serve until 2400 hrs on Friday and Saturday night. Optional Sunday 1400, 1500, 1600, and 1700 is available for in-season cadet athletes and for those cadets who were unable to serve their confinements earlier in the week—but not to exceed 12 confinements.

6.8.3.8 The maximum number of confinements served per week is **12**.

- 6.8.3.9 During each confinement period, the Company Duty Officer or NCO will ensure that each confined cadet is serving their confinements properly. In the case of a confinement being improperly served, the Company Duty Officer or NCO will make a spot correction or mark NC (no credit) on the confinement sheet
- 6.8.4 Tours**
- 6.8.4.1 A tour is a 50-minute period of time during which a cadet marches on the quadrangle at 120 steps a minute with a rifle at right or left- shoulder arms.
- 6.8.4.2 The cadet marches in duty uniform with white waist belt and white gloves and no name-tag.
- 6.8.4.3 No electronic devices, tobacco products, or other items that prevent a cadet from strictly marching a tour are allowed. Cadets will not talk with any other cadet while performing a tour, except in the performance of duty. Cadets will, to the extent possible, separate themselves from others performing tours by a minimum of one "square" on the quadrangle.
- 6.8.4.4 Prior to the beginning of the first tour period, each cadet with tours reports to the Battalion Duty Officer in front of the company letter to be inspected for proper uniform. After release by the Company Duty Team, each cadet with tours will report to the Battalion Duty Officer, who supervises performance of tours. The BDO will then march the Tour Cadets to Padgett-Thomas Barracks for the conduct of Tours IAW Commandant's Memo # 9 Dated 17 November 2014. (The memorandum and form can be found on The Commandant's Web Page.) Cadets who are on orders, such as "In-Season NCAA" athletes will, after informing the Battalion Duty officer, return to the control of the Company Duty Team to perform "Confinements for Tours."
- 6.8.4.5 After the tour period is completed, cadets will report to the Battalion Duty Officer and ensure their tour is accounted for. A cadet's receiving credit for the previous tour hour, on the tour sheet, indicates understanding of completing a proper tour and that he/she completed a proper tour during the previous tour period, unless excused by proper authority.
- 6.8.4.6 Cadets having both tours and confinements must walk tours first.
- 6.8.4.7 A cadet does not receive credit for improperly walked tours.
- 6.8.4.8 No other activities are allowed on the quad while tours are being walked, including crossing the quad by class privilege unless on guard duty.
- 6.8.4.9 No Credit (NC) - Should the cadet fail to serve punishment, the cadet's punishment slot should be marked NC, and he/she will receive a performance report. If the cadet signs for an improper tour, the cadet will be reported to the Honor Committee.
- 6.8.4.9.1 A cadet who improperly performs punishment must sign the appropriate time block with an "NC". Those cadets who properly perform their punishments will place their own initials in the appropriate time block declaring it as an official statement.
- 6.8.4.10 Tours are walked on Wednesday at 1500, 1600, and 1700; on Friday at 1900, 2000, and 2100; and on Saturday at 1400, 1500, 1600, 1900, 2000, and 2100. In season cadet athletes are allowed to serve until 2400 hrs. on Friday and Saturday night. Optional Sunday at 1400, 1500, 1600, and 1700 is available for in-season cadet athletes and for those who were unable to serve their tours earlier in the week—but not to exceed 12 tours.
- 6.8.4.11 The maximum number of tours served per week is 12.
- 6.8.4.12 Cadets may be allowed to walk accelerated tours at the end of each semester in order to meet the requirements for graduation. Accelerated tour instructions are published at the end of each semester.
- 6.8.4.13 Cadets, who have completed academic requirements for graduation and still have tours to finish, will walk these tours in accordance with accelerated tour instructions. Exceptions to this policy are at the discretion of the Commandant. Diplomas will be awarded only after their punishments are complete.
- 6.8.5 Accelerated Confinements and Tours**
- 6.8.5.1 **Accelerated Confinements and Tours can be served in accordance with the Winter and Summer Furlough orders.**
- 6.8.6 Amnesty.**
- 6.8.6.1 Amnesty may be granted by the President of the United States, a foreign Head of State, the Governor of South Carolina, The Citadel Board of Visitors, or The Citadel President.
- 6.8.6.2 Amnesty applies to all un-served punishments except those designated by this regulation as not qualifying for amnesty. Punishments not qualifying for amnesty are those stating "No Amnesty" in Annex B, plus any offense determined to be substance abuse, alcohol related, hazing, sexual assault or sexual harassment related. Amnesty only applies to events for which a PR has been written and published on the Punishment Orders prior to amnesty being granted.
- 6.8.6.3 If it is determined that an offense was committed in anticipation of amnesty, then the punishment resulting from that offense will not qualify for amnesty. This determination will be made by the Commandant.
- 6.8.6.4 Amnesty does not affect demerit totals.
- 6.8.7 Confinements for Tours**
- 6.8.7.1 Ordinarily, Tours cannot be worked or walked off, however; cadets who are designated by The Citadel Surgeon as Excused from Military Duties (XMD) serve confinements for tours on a one-for-one basis. XMD Cadets are not allowed to walk tours. Cadets sitting confinements in lieu of tours will initial each tour period with their initials and write "XMD: C's for T's" next to their tour line.

- 6.8.7.2 Confinements are also served for tours on one-for-one basis during designated midterm. A credit of 15 confinements or tours will be awarded during the mid-terms and final exam periods. In-season cadet athlete cadets will also serve confinements for tours on a one-for-one basis while on in-season orders.
- 6.8.7.3 Confinements will be served for tours on a one-for-one basis during periods of inclement weather, when requested by the Regimental Commander or Cadet Staff Duty Officer and approved by the Assistant Commandant for Discipline.
- 6.8.8 IN SEASON NCAA ATHLETES**
- 6.8.8.1 In season NCAA Athletes may serve optional punishments (Confinements for Tours) on Mondays from 1500 hrs. to 1800 hrs. and again at 2000 hrs. until 2300 hrs. The cadet must notify his Company Duty Officer that he is serving these optional punishments. Additionally, the Company Duty Officer will keep track of and inspect these cadets each hour. The Company Duty Officer will then provide the ACD with paperwork showing who served these optional confinements, when they served and how many hours they served. The Company Duty Officer and the cadet serving the punishments will sign the paperwork to verify the accuracy of the report. Confinements will be served according to Para 6.8.3.1. above.
- 6.8.9 EMI: EXTRA MILITARY INSTRUCTION**
- 6.8.9.1 Extra military instruction is an alternative disciplinary tool that can be directed by the Cadet Company Commander and approved by their TAC. EMI is in lieu of a PR. Work will be done in and around the battalion. The only offenses in which EMI may be used as discipline are those punishments identified with a code (3) after the punishment code. No other offenses are authorized to use EMI.
- 6.8.10 Work**
- 6.8.10.1 Occasionally cadets are authorized to perform work projects in lieu of confinements. These projects must be approved by the Assistant Commandant for Discipline.
- 6.8.10.2 Where more than one cadet is requested to perform work projects, those requests are submitted by The Citadel faculty or staff member to the Assistant Commandant for Discipline for approval.
Upon approval of the project, the Assistant Commandant for Discipline will solicit recommendations for cadets to perform the work from the Battalion TACs.
Cadets desiring to work for punishment must submit a work request form through their Chain of Command to the Assistant Commandant for Discipline.
Work for confinement credits can also include barracks cleaning details—other than restrooms/showers. Necessary cleaning details can be formed with the approval of the Company Commander, Battalion Commander, CO TAC, and BN TAC. **ALL WORK FOR CONFINEMENT CREDIT MUST BE APPROVED BY THE ACD.** Confinements in lieu of Tours for Academic Deficient Cadets
- 6.8.10.3 Cadet will refer to Commandant's Memo # 8 Dated 17 November 2014 for guidance.
- 6.8.10.4 Cadets will use CC form 5 Dated November 2014 for permission to sit Confinements In lieu of Tours due to academic deficiency. (The memorandum and form can be found on The Commandant's Web Page.)
- 6.8.11 Suspension and Remission of Punishment (Punishments Held in Abeyance)**
- 6.8.11.1 When a cadet who has been awarded a punishment order demonstrates through superior performance of duty and exemplary conduct that the punishment has served its purpose, he/she may be recommended for suspension of not more than one-third of the original award.
- 6.8.11.2 It is not automatic; a cadet who maintains a good appearance, serves punishments properly, is an asset to the company, and has learned a lesson, may have his/her punishment held in abeyance.
- 6.8.11.3 If a cadet is presently serving two punishment orders, he/she will complete one prior to being allowed to be considered for the 1/3 suspension of the second.
- 6.8.11.4 Letter/memorandum recommendations for punishments being held in abeyance must originate with the cadet and be processed in writing through the Cadet and TAC Chain of Command for approval by the Assistant Commandant for Discipline. The letter/memorandum must include lessons learned by the cadet through the discipline process.
- 6.8.11.5 Cadets with punishments held in abeyance who finish a two-month period without additional tour/confinement awards will have the suspended tours/confinements remitted when requested in writing through the Cadet and TAC Chain of Authority to the Assistant Commandant for Discipline.
- 6.8.11.6 Cadets who commit a Class I offense or have three or more unexcused class absences during the semester their punishments are held in abeyance will have the punishments restored to their punishment record.
- 6.8.12 Appeals**
- 6.8.12.1 Cadets may appeal the award of any punishment received.
- 6.8.12.2 An appeal is submitted when the cadet feels the final punishment awarded is unjust.
- 6.8.12.3 No appeal is required when the punishment awarded is determined to be incorrect due to an administrative error.
- 6.8.12.4 Correction of administrative errors requires the cadet to point out the error either in person or in writing to the Commandant through the channels listed in the appeals chart below.

- 6.8.12.5 Appeals should focus on the justification for requesting a reduced punishment and not on information which has already been considered by the punishment authority.
- 6.8.12.6 Appeals must be submitted within 5 working days from the date of the punishment.
Appeals are submitted as shown below:

OFFENSE	THROUGH	APPROVAL AUTHORITY
Class III Class II	Commander Commander	Assistant Commandant for Discipline (ACD) ACD or Chief of staff
Class I	Commandant	Suspension, Dismissal or Expulsion President

- 6.8.12.7 Unless otherwise authorized by the Commandant, once punishment is awarded and announced, cadets will serve punishments regardless of the status of any appeal.
- 6.8.13 **Disciplinary Guidelines**
- 6.8.13.1 Cadets may only depart campus upon the completion of all tours, cons, work, and restrictions.
- 6.8.13.2 Cadet Athlete Cadets, while on "In-Season" orders will serve confinements in lieu of tours.
Deficient Cadet Athlete Cadets may not take performance overnights.
- 6.8.13.3 A cadet must be Conduct Proficient at the time of commencement.
- 6.8.13.4 Underclass cadets who have punishments spanning the academic year, with the approval of the Assistant Commandant for Discipline, may serve punishments during the summer cadre training periods.

6.9 REQUIRED COUNSELING

6.9.1 General

- 6.9.1.1 Counseling is an integral and very important part of the Cadet Disciplinary System.
- 6.9.1.2 Counseling is a required function for all cadet rank holders.
- 6.9.1.3 Behavioral change on the part of cadets can be greatly facilitated through effective counseling on the part of supervisors. Cadet supervisors are required by the Cadet Leadership Training Program (CLTP) to counsel subordinates concerning their performance.
- 6.9.1.4 Counseling should be used to reinforce proper behavior as well as to correct improper behavior.

6.9.2 Required Counseling

- 6.9.2.1 Fifty Percent (50%) of Authorized Demerits: Counseling is required by TAC Officers for cadets who accumulate 50 percent of their annual demerit authorization. CC Form 98 is used and submitted for placement in the cadet's file.
- 6.9.2.2 Seventy-Five Percent (75%) of Authorized Demerits: Counseling in the form of a Conduct Review Board consisting of the Cadet Company Commander or XO and the TAC Officer is required for cadets who accumulate 75 percent of their annual demerit authorization. CC Form 98 will be used and submitted for placement in the cadet's file.
- 6.9.2.3 One Hundred Percent (100%) of Authorized Demerits: Counseling in the form of a Conduct Review Board consisting of the Cadet Company Commander or XO and the TAC Officer is required for cadets who accumulate 100 percent of their annual demerit authorization.
Referral to a Suitability Board is required for exceeding the annual demerit authorization and optional for exceeding the semester authorizations. CC Form 98 is used and submitted for placement in the cadet's file.
- 6.9.2.4 Outstanding Performance: Cadets who display outstanding performance are counseled concerning the positive results that accrue from outstanding performance. CC Form 98 will be used and submitted for placement in the cadet's file.
- 6.9.2.5 Cadet Counseling: Each Cadet will be counseled 1 time each school year by the Company or Battalion TAC officer. This counseling will be accomplished using CC Form 112. Each of the counseling forms will be submitted for placement in the cadet's file. Graduating Seniors are not required to conduct this counseling the semester they graduate.

6.10 INVESTIGATIONS AND BOARDS

6.10.1 General

- 6.10.1.1 Violations or suspected violations of regulations on the part of cadets are reported and the details or facts surrounding the report of an offense are most frequently determined through an ERW and face-to-face sessions between the accused and the Chain of Command or TAC Officers.
- 6.10.1.2 In Class I Offenses where suspension, dismissal, or expulsion is the maximum punishment, or in cases where there are conflicting versions of the circumstances surrounding the offense, an Investigating Officer (IO) or Commandant's Board (CB) is appointed.

Only the Commandant of Cadets or his Chief of Staff may appoint an investigating officer.

The formalization of the fact-finding process for Class I Offenses is intended to ensure that the accused has ample opportunity to present the facts and to confront the accuser or witnesses in the presence of the IO or CB.

6.10.1.3 For Class I offenses the Commandant shall set the matter to be heard by a Board or Hearing.

6.10.1.4 Maximum time limits for scheduling of Hearing or Board may be extended at the discretion of the Commandant.

6.10.1.5 Boards or Hearings may accept testimony by telephone or through the use of video teleconferencing.

6.10.1.6 Boards or Hearings are administrative in nature and therefore do not constitute legal proceedings.

6.10.2 Commandant's Board (CBs)

6.10.2.1 CBs are composed of a Battalion TAC Officer in a grade of O-5 or above or an Assistant Commandant as President, one other TAC Officer, a Cadet Captain or above not from the accused's battalion, and a TAC Officer, to serve as the Recorder.

6.10.2.2 The accused's Commander or Executive Officer should be present at the Board.

6.10.2.3 A CB or a Class I Hearing is mandatory for those offenses that carry a maximum punishment of Expulsion, Dismissal, or Suspension.

6.10.2.4 Any cadet charged with an offense that could result in an Expulsion, Dismissal or Suspension is entitled to a fair and prompt Commandant's Board or Hearing.

6.10.2.5 The Commandant of Cadets, with the recommendation of the Assistant Commandant for Discipline, will determine whether there will be a Hearing or a Commandant's Board.

6.10.2.6 CB procedures are in outlined Chapter 11, White Book.

6.10.3 Hearings

6.10.3.1 Hearings are conducted by the Assistant Commandant for Discipline or a designated representative from the Commandant's Department.

6.10.3.2 Hearings or Commandant's Boards are required for Class I offenses with Suspension, Dismissal, or Expulsion.

6.10.3.3 A cadet may request a Hearing for other Class I offenses, however, granting of that Hearing is at the discretion of the Assistant Commandant for Discipline.

6.10.3.4 For Class II Offenses, when requested, the offending cadet may be granted a Hearing when determined necessary by the Assistant Commandant for Discipline.

6.10.3.5 Hearings are conducted in accordance with the procedures in Chapter 11, White Book.

6.10.4 Conduct Review Board (CRB)

6.10.4.1 A CRB is a counseling session which consists of the Cadet Company Commander or XO and a TAC Officer along with the cadet and is mandatory for all cadets who exceed 50 percent and 75 percent of their semester demerit authorizations.

6.10.4.2 In cases where cadets exceed 100 percent of their semester demerit authorizations, the CRB must indicate a specific recommendation by the TAC Officer concerning suitability.

6.10.4.3 All cadets who exceed their annual demerit authorization are referred to a Suitability Board.

6.10.4.4 A CRB is also required to initiate suspension of cadets whose flagrant disregard for authority has been demonstrated by the receipt of four or more Class I or II Offenses in a semester.

6.10.4.5 The CRB is the only procedure that initiates the Suitability Board process.

6.10.4.6 In all cases where a CRB results in a recommendation for a Suitability Board, the recommendation is done in writing.

6.10.4.7 CRB procedures are in Chapter 11, White Book.

6.10.5 Suitability Boards (SB)

6.10.5.1 SBs are convened by The Commandant of Cadets, and administered by their designated representative.

6.10.5.2 The purpose of the SB is to determine whether a referred cadet should be allowed to continue as a cadet, be suspended, or dismissed.

6.10.5.3 The SB is composed of The Assistant Commandant for Discipline, an O-3 or above faculty or staff member, and a Cadet Captain or above.

6.10.5.4 The Board Recorder is provided by the Office of the Commandant.

6.10.5.5 SB procedures are in Chapter 11, White Book.

6.10.6 Appeals of Boards and Hearings for Suspension, Dismissal, or Expulsion Other Than Honor

6.10.6.1 Penalties may be appealed in writing to the authority one level higher than the penalty approval authority.

6.10.6.2 An appeal does not provide a second forum in which to present the case.

6.10.6.3 The following are exclusive grounds for appeals:

The Hearing Officer or Board failed to follow due process;

That significant information has been discovered since the Board or Hearing, which would probably change the result, but which could not, in the exercise of due diligence, have been presented to the Board or Hearing.

6.10.6.4 Cadets and/or students who have been suspended, dismissed, or expelled by proper authority, are entitled to appeal.

6.10.6.5 Written petitions of appeal must state the grounds on which the appeal is based and must be received by the Office of the President within five (5) working days of the date the punishment is announced.

- 6.10.6.6 The President will then transmit to members of the Review Committee the petitions of appeal and all related evidence of record if required.

The Review Committee shall review the submitted record without appearance of parties or argument, and determine whether or not the appeal is meritorious.

If the committee determines that the petition of appeal is not meritorious, it will be dismissed with finality.

If the committee determines that the petition merits consideration of the Board of Visitors, it shall identify those issues to be heard by the Board of Visitors.

- 6.10.6.7 A cadet and/or student who has been awarded punishment of suspension, dismissal, or expulsion and who has submitted a petition of appeal to the proper authority may request permission of the President to attend classes until final action is taken on the petition of appeal.

- 6.10.6.8 Once a cadet is expelled, dismissed, or suspended and the appeal process has been completed, that cadet will not wear The Citadel uniform or use a Citadel identification card, unless they are readmitted.

6.10.7 Cadet's rights for Hearings and Commandant's Boards

- 6.10.7.1 Students accused of a violation of disciplinary regulations which may lead to suspension, dismissal, or expulsion are entitled to the following:

To have a fair and prompt hearing before an officer or a board of officers of the College;

To be informed in writing of the offense (the Performance Report is notice of the charges) of which accused, and to have reasonable time to prepare a defense (when feasible, Class I offenses will be heard by a board or hearing after receipt of the ERW. Extensions can be approved at the discretion of The Commandant.);

In all college hearings and boards in which a student faces suspension, dismissal, or expulsion, the student may be represented by up to two student "representatives." Representatives must be students in the same academic program as the student facing disciplinary action, i.e., graduate students may not serve as representatives for cadets.

To present information on their own behalf;

To be able to submit a petition of appeal to the proper authority should the decision go against them;

To resign from the College at any time prior to a hearing or an appeal which they have requested.

6.11 REPORTS AND STATEMENTS

- 6.11.1 When a cadet makes an oral or written report or statement, regardless of circumstance, the report or statement is expected to be true.

- 6.11.2 Official reports will contain all the relevant facts known to the cadet.

- 6.11.3 Written reports are to be transmitted complete and unaltered.

- 6.11.4 Cadets will not use recording devices in investigations without the approval of The Commandant.

- 6.11.5 In any official investigation directed by the President, the Commandant, or their representatives, cadets are required to answer any question regarding facts within their knowledge and without regard to who may be incriminated by their answer. Refusal to answer is disobedience of orders.

6.12 CADET REDUCTIONS AND COMPANY TRANSFERS

6.12.1 Reductions

- 6.12.1.1 Rank-holding cadets may be immediately relieved of duties when it is determined that one of the following conditions exists:

The cadet exhibits poor leadership characteristics

Does not set a proper example for subordinates

Cadets in these categories may be reduced by TAC officers or Cadet Company Commanders.

- 6.12.1.2 Cadet Commanders, Sergeants Major, and First Sergeants shall only be reduced by The Commandant.

- 6.12.1.3 Battalion TACs will be the reduction authority for all other rank holders.

- 6.12.1.4 Rank-holding cadets will also be administratively reduced in rank if: The cadet becomes conduct deficient for a tour offense; the cadet becomes physically deficient by failing the CPFT; the cadet becomes academically ineligible by failing to maintain a 2.0 cumulative GPA or failing to be academically aligned with the rank they hold.

All conduct reductions remain in effect for current semester plus one. Non-rank holding cadets who receive tours are also not eligible to hold rank for the current semester plus one. Physically deficient Cadets become eligible for rank/proficient upon successful passing of a Citadel CPFT (remedial or record). Academic deficient Cadets become eligible for rank/proficient when they achieve a Green status in CAS.

6.12.2 Company Transfers

- 6.12.2.1 Cadet transfers from one cadet company to another are made under one or more of the following circumstances:

If the Cadet exceeds the semester or annual demerit authorization, a transfer may be directed.

The Cadet Unit Commander with concurrence of the Company/Battalion TAC Officer recommends to The Commandant through the Chief of Staff that a transfer is required in the interest of good order and discipline within the company. In these cases, transfers within the battalion may be considered. These transfers are approved only as a last resort.

Good order and discipline is defined as that conduct which reinforces a positive atmosphere for morale and is a state of order and obedience existing within a command. It involves the ready subordination of the will of the individual for the good of the group.

A cadet who can no longer adhere to the tenets of good order and discipline can be considered for transfer but only when there is no other recourse.

6.12.2.2 Cadet Commanders, Sergeants Majors and First Sergeants who are reduced are also transferred.

6.12.2.3 Cadets receiving a Class I punishment of 80 tours or more shall receive a battalion transfer.

6.12.2.4 Cadets who return from an academic or administrative discharge with 50 or more tours will be transferred to a new battalion upon their return.

6.12.2.4.1 All transfers will be permanent.

6.12.3 Corrective push-ups for upper-class cadets.

6.12.4 Push-ups may be assigned **ONLY** by the individual cadet's Chain of Command (Company Commander, Platoon Leader, First Sergeant, Platoon Sergeant, Squad Leader, and may only be executed within the barracks unless otherwise authorized by a member of The Citadel staff or administration.

6.12.5 **The maximum number of push-ups in a set is determined by class. The following are the number of pushups that can be assigned:**

6.12.5.1 Fourth Class Cadets: 30 First Semester; 40 Second Semester

6.12.5.2 Third Class Cadets: 40

6.12.5.3 Second Class Cadets: 50

6.12.5.4 First Class Cadets: 75

6.12.6 Pushups are to be a continuous 2-count exercise, performed IAW The Citadel Physical Fitness Test standards, with the exception that the new cadets will count the repetitions out loud.

6.12.7 Stopping cadets in the "front leaning rest" position for any period of time is not consistent with the intent of pushups as discipline or motivation and is not authorized.

6.12.8 A space of 15 minutes must be observed between push-up sets.

6.12.9 Push-ups may **not** be assigned during designated study periods, ESP or periods of General Leave.

6.12.10 Push-ups, or any other physical activity will not be done in cadet rooms at any time. Requests for extracurricular physical training activities must be submitted through the Company Commander to the TAC for approval by the Commandant.

MERITS

1. General. The disciplinary system at The Citadel is designed to modify behavior through a system of training, counseling, rewards, and punishment. This annex provides guidance about cadet rewards in the form of merits. Merits are awarded to cadets whose performance greatly exceeds the established standard. Merits **ARE NOT** awarded solely with the intent of offsetting demerits.
2. The standard Performance Report (PR) will be used to award merits. The PR will be signed by the awarding authority as shown below and forwarded to the Commandant's Department for approval. Merits may be awarded as reflected below.
3. Merit Table

OUTSTANDING PERFORMANCE	CO	MERI	AUTHORITY
Outstanding Room MRI	502	5	TAC/CDT CPT NOTE 1
Outstanding Room SMI	503	7	TAC/CDT CPT NOTE 1
Outstanding Leather Shoes	504	3	TAC/CDT CPT NOTE 1
Outstanding Personal Appearance	505	7	TAC/CDT CPT NOTE 1
Outstanding Performance of Duty	506	10	TAC/CDT CPT NOTE 1
Outstanding Academic Performance, No Class Cuts for Semester	517	5	Academic Officer
<i>Outstanding Academic Performance, Receiving and "A" grade on a test, paper or assignment</i>	519	10	<i>Academic Officer</i>
Outstanding Academic Performance, GPA between 3.0 to 3.19	518	5	Academic Officer
Outstanding Academic Performance, Gold Stars	507	10	AUTOMATIC NOTE 2
Outstanding Academic Performance, Dean's List	508	7	AUTOMATIC
Outstanding Physical Performance, CPFT Score Of 280-299	509	5	AUTOMATIC NOTE 3
Outstanding Physical Performance, CPFT Score Of 300 or Higher	510	10	AUTOMATIC NOTE 3
Outstanding Service	512	10	COMMANDANT, BN TAC
Outstanding Contribution During Intramurals Member Of Bn Championship Team	511	5	AUTOMATIC NOTE 4
Battalion Individual Winner Member of Regimental Runner- Up Team	513	5	AUTOMATIC NOTE 4
Regimental Individual Runner- Up	514	5	AUTOMATIC NOTE 4
Member of Regimental Championship Team	515	5	AUTOMATIC NOTE 4
Regimental Individual Champion	516	10	AUTOMATIC NOTE 4

NOTE 1: AUTHORITY TO AWARD IS TAC OFFICER OR HIGHER OR CADET CAPTAIN OR ABOVE.

NOTE 2: GOLD STAR RECIPIENTS DO NOT RECEIVE DEAN'S LIST MERIT AWARD.

NOTE 3: ATHLETIC OFFICERS MUST SUBMIT CERTIFIED ROSTERS OF QUALIFYING CADETS.

NOTE 4: AWARDS ARE MADE BASED UPON OFFICIAL STANDINGS REPORTED BY THE DIRECTOR OF INTRAMURALS.

1. Punishment Table

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Absent Without Leave (AWOL)			
Less than 30 minutes	II	260 (1)	5D/10C
30 minutes to 4 hours	II	011 (2)	10D/20T
4 hours to 24 hours	II	010 (3)	20D/40T
Over 24 hours	I	007	40D/80T and Battalion transfer
Over 48 hours	I	015	60D/120T and Battalion transfer
Absent From:			
Tours; per missed tour)	II	020	3D/5T
Confinement; per missed con)	II	021	3D/5C
Restriction (per hour missed)	II	026	3D/2T
Required Event (Training, Formation, Parade, LTP , Duty Team Meeting, Guard Mount, Duty Team meeting; others not specified within) [LIST EVENT MISSED ON PR]	II	028 (2)	15/30C
Class Absences:	II	142	10D/15C
Leaving class without authority	II	164	3D/3C
Late to Class	III	151(1)	5D
Alcohol: <i>All alcohol offenses and those offenses that are determined to be alcohol related will result in loss of parking privileges for current semester plus one and forfeiture of parking fees. Those cadets found in violation will also be prohibited from driving on campus for the same period. Finally, a fine of \$150 will be levied on those cadets found in violation to cover education and testing related to substance abuse</i>			
Failure to report an alcohol related violation	II	039	20D/40T*
Alcohol Related Incident on/off Campus	I	040	30D/60T*
Providing Alcohol to Minor	I	048	40D/80T* and Battalion transfer
Open Alcohol Container on/off Campus (empty)	II	041	20D/40T
Possession/Use by Minor off Campus First Offense	II	042	20D/40T*
Possession/Use by Minor off Campus Second Offense	II	045	60D/120T* and Battalion Transfer
Possession/Use on Campus First Offense	I	043	40D/80T* and Battalion transfer
Possession/Use on Campus -Second Offense	I	044	60D/120T* and Battalion transfer
Charged with a DUI (Write up as Conduct Unbecoming a Cadet)			
Third or More Cumulative Alcohol Offenses during Cadet career	I	049	DS*; Mandatory Conduct Review Board
Appearance:			
Gross Personal Appearance (any 4 or more below offenses)	II	050 (1)	5D/10C
Improper Uniform Minor (any 2 or more below offenses)	III	052 (1)	3D/5C
To include but not limited to: Improperly Shined Shoes, Button missing, Defaced Brass or insignia, no nametag or collar insignia, tarnished or scratched brass, unserviceable item, dirty uniform, No or improper haircut or shave. Items must be listed on PR.			

KEY: D-demerit; C-confinement; T-tour; S-suspension; DS-dismissal; E-expulsion;

*no amnesty; \$-pay for damages; (1)=Company Commander Adjudicates;

(2)=Company TAC Adjudicates; (3)=Battalion TAC Adjudicates

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Appearance:			
Unauthorized activity in uniform: to include but not limited to: Smoking, Chewing, or Eating in uniform outdoors, Failure to wear cover, wearing someone else's nametag (item must be listed on PR	II	062 (1)	5D/10C
Barracks/Room			
Breach of Barracks, i.e., unauthorized departure from barracks	I	070	40D/80T and Battalion Transfer
Unauthorized Selling (T-shirts, food, etc.)	II	073 (3)	20D/40T
Tampering with locks, gates window security screens, door handles, floors	II	069 (3)	20D/40T \$
Bringing unauthorized person(s) into room/barracks	I	380	60D/120T and Battalion transfer
Upper Class Cadet in Fourth Class Cadet's room during ESP or vice versa/Upper Class Cadet in Fourth Class Cadet's room other than the cadet's Chain of Command for official business only	II	413 (2)	5D/10T
Failure to comply with open door/lights on policy when member of the Upper Class Cadet in a Fourth Class Cadet's room or vice versa	I	414	30D/60T
Room unprepared for inspection	II	325 (2)	10D/15T
Failure to report and obtain OSD number for room damage	II	326 (2)	5D/10C
Failure to report unauthorized person in barracks	I	381	60D/120T and Battalion transfer
Visiting during unauthorized times	II	385 (1)	5D/10C
Entering a vacant/empty room	II	382 (1)	10D/20C
Tampering with door latches/locks//handles/secured windows	II	406 (2)	10D/20T
Room in gross disorder (4 or more distinct items listed below)	II	384 (1)	5D/10C
Room in disorder (3 or less distinct items listed below)	III	328 (1)	10D
To include but not limited to: Room improperly arranged; Valuables unsecured; Rifle not locked in rack; Room not secure; In bed during unauthorized time; Appliance on-room unoccupied, Bed not/improperly made, Dirty Sink, Dirty item in room, dusty room, Floor not/improperly swept, item(s) displayed improperly, no class card on door, no room orderly posted, pictures/posters etc. on wall, dirty/dusty adjacent gallery, trash in transom/window sill/ trash can, unauthorized item in room, incorrect or no name tag or CWID#			
Creating a disturbance in room (Loud music, TV, talking, etc.)	III	389 (1)	10D
Unauthorized late lights	III	395 (1)	10D
Room improperly arranged	III	400 (1)	10D
Sweeping/throwing trash onto galleries	III	401 (1)	5D
Valuables unsecured	III	404 (1)	10D
In bed during unauthorized time (MRI)	II	405 (1)	5D/10C
Unauthorized electrical appliance	II	327 (2)	10D/20C
Failure to secure room	II	444 (1)	10D/20C
Clothing/Uniform			
Unauthorized wearing of civilian Clothing First Offense	II	083 (1)	10D/20T%
Second Offense and greater	II	080 (2)	20D/40T%
Improper wear of uniform (includes Blazer uniform)	II	084 (2)	10D/20C #
Unauthorized Civilian Clothing in room	II	086 (1)	5D/10C
Driving on/off campus in other than prescribed leave uniform.	II	178 (1)	5D/10C
Use of cell phone in uniform outside barracks	II	179 (1)	10D
Key: %--Cadets caught in unauthorized civilian clothes or improper uniform will be required to wear the seasonal leave uniform (does NOT include BLAZERS) whenever outside the barracks until their punishments are complete. Cadets found wearing a back pack in uniform will be required to wear the back pack with a 50lb bag of sand in it for 7 days			

Conduct			
Conduct unbecoming a cadet	I	087	E*+
Bringing discredit to The Citadel	I	088	DS*
Assault	I	150	Expulsion*
Disruptive behavior on campus: Specify location on PR (i.e. classroom, barracks, etc.)			
Major	II	104 (3)	20D/40T
Minor	II	089 (2)	10D/20C
Hazing or Toleration of Hazing	I	200	E*
Failure to intervene or report Hazing or Fourth-class system violations	I	202	40D/80T* and Battalion Transfer
Obscene language/gestures in public:	II	300 (2)	10D/20C
Late to Formation	III	261	5D
Inappropriate conduct	II	094 (2)	10D/20T
Branding, Self	I	097	40D/80T and Battalion Transfer
Sitting in car during ESP	II	254 (1)	5D/10C
Interfering or obstructing a disciplinary investigation	I	006	60D/120T and Battalion Transfer
Pornography	I	330	30D/60T
Serious Sexual Activity on Campus	I	105	E*+
Sexual Harassment or Sexual Violence	I	410	E*
Toleration of Sexual Harassment	I	415	60D/120T* and BN Transfer
Public display of affection in uniform	III	350 (1)	5D/10C
Spitting in other than proper receptacle	II	409 (2)	5D/10C
Disrespect to anyone in authority	II	106	20D/40T
Disrespect To a College Official	I	108	DS*
To a member of the Guard in accomplishment of duties	I	102	S*
Insubordination	I	100	S*
Undermining the Chain of Command	I	013	60D/120T and Battalion Transfer
Direct threat to a cadet superior officer or NCO	I	101	30D/60T
Failure to render proper military courtesies:	II	092 (1)	5D/10C
Improper Tour	II	351 (1)	3D/2T no credit for tour
Improper Con	II	352 (1)	3D/2C no credit for con
Indecent Exposure	I	230	E*
Gross Poor Judgment	II	250 (3)	20D/40T
Poor Judgment	II	252 (3)	10D/20C
Discrimination	I	360	30D/60T+
Drugs			
Use, sale, possession or solicitation of prohibited/controlled substances or drug paraphernalia	I	110	E*
Inappropriate use of prescription drugs by a cadet for whom the drug is prescribed by a physician	I	111	30D/60T*
Acts which support or encourage prohibited/controlled substance use	I	112	30D/60T*
Toleration of prohibited/ controlled substance use, sale, possession or solicitation of prohibited/controlled substances or drug paraphernalia	I	118	E*
Bartering, trading, giving, soliciting or receiving prescription drugs to or from another cadet	I	107	E*

KEY: D- demerit; C- confinement; T- tour; S- suspension; DS- dismissal; E- expulsion;

*no amnesty; +diversity training \$- pay for damages; # if Blazer Uniform, the Blazer will be not be worn by the offending cadet for 30 days; (1)=Company Commander Adjudicates; (2)=Company TAC Adjudicates; (3)=Battalion TAC Adjudicates

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Duty			
Neglect of Military/Academic Duty:			
Major	II	121 (3)	10D/20T
Minor	II	122 (2)	5D/10C
Abuse of Authority/Intimidation			
Major	I	030	Dismissal
Minor	II	031 (3)	10D/40T
Explosives/Firearms/Ammunition:			
Unauthorized possession/use on campus	I	130	DS*
Unauthorized use of fireworks on campus (include MRE bombs)	I	132	60D/120T and Battalion transfer
Failure to properly register firearms and/or ammo	I	133	30D/60T
Possession of a dangerous weapon (other than firearm on campus)	II	430	10D/20T
Membership in extremist organization/gang	I	140	DS*
Possession of a false ID card	I	141	60D/120T and Battalion transfer
Fourth Class System			
Upper Class violation			
Major (e.g. but not limited to: unauthorized physical activity; running of stairs; satellites; Depriving Knobs of food; etc.)	I	160	Suspension*
Minor: To include but not limited to Upper Class getting within arm length of a Fourth Class Cadet, Upper-class borrowing any item from 4th class	II	161 (3)	10D/20C
Leadership - Violation of the Citadel Training Model (CTM) Standards	II	272 (2)	10D/40C
Denying cadet authorized privilege (including wear of company letter)	II	177 (2)	10D/20C
4th Class Violations; Indifference to fourth class-system			
Major Specify offense on PR	II	162 (3)	10D/20T
Minor Specify offense on PR	II	163 (3)	10D/20C
To include but not limited to: Failure to know Fourth Class knowledge, Failure to walk at attention, failure to give right of way, improper position of attention, laxity on gallery, unauthorized uniform on gallery, unauthorized use of steps, walking in an unauthorized area; etc.			
Repeated minor violations by Fourth Class Cadet	II	176 (2)	5D/10C
Fraternization	II	180 (3)	20D/40T
Gambling	II	190 (3)	10D/20T
Haircutting, possession of barber equipment/cutting own hair or cutting another cadet's hair (anywhere on campus)	II	191 (2)	10D/20T
Leave/Pass			
Abuse of leave/pass/No CP	II	270 (1)	10D/20C
Failure to sign in/out	II	271 (1)	5D/10C

KEY: D=demerit; C=confinement; T=tour; S=suspension; DS=dismissal; E=expulsion;

*no amnesty; \$=pay for damages, (1)=Company Commander Adjudicates;

(2)=Company TAC Adjudicates; (3)=Battalion TAC Adjudicates

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Mess Hall			
Unauthorized taking of food	II	280 (1)	5D/10C
Depriving any cadet of food (including beverage/condiments, etc.)	I	282	40D/80T*and Battalion Transfer
Uncertified Mess Carver at head of Mess/Unauthorized Upper Class Cadet at 4th Class Mess	II	283 (1)	5D/10C
Misappropriation of funds	I	290	DS*
Orders:			
Direct disobedience of a lawful order	I	310	DS*
Avoiding strict compliance with a lawful order:	II	311 (2)	10D/20T
Failure to report as ordered	II	313 (1)	5D/10C
Abuse of privileges	II	320 (2)	15D/30C
Assumption of unearned privilege	II	322 (2)	20D/40C
Property - Deliberate damage to personal or school property:			
Major	I	340	60D/120T \$ & Battalion transfer
Minor	II	341 (3)	10D/20T \$
Rifle:			
Unauthorized removal from campus	I	370	DS*
Rifle not locked in rifle rack	II	376 (1)	10D/10C
Leaving unsecured (other than rifle rack)	II	371 (1)	10D/10T
Failure to know rifle/butt number	III	372 (1)	3D
Loss of government weapon	I	134	S*
Rusty, Dusty, Dirty	III	373 (1)	7D
Repeated Minor Offenses:			
Awarded by Company CO	II	440 (1)	5D/10C
Awarded by Battalion CO	II	441 (1)	8D/16C
Awarded by Regimental CO	II	442 (1)	10D/20C
Awarded by TAC Officer	II	443 (2/3)	10D/20T
<i>Tobacco (includes toleration of violation of the policy)</i>			
<i>Violation of the tobacco policy first offense</i>	<i>III</i>	<i>002</i>	<i>Written Counselling</i>
<i>Violation of the tobacco policy Second offense</i>	<i>II</i>	<i>003</i>	<i>5D/10C</i>
<i>Violation of the tobacco policy Third or more offense</i>	<i>II</i>	<i>004</i>	<i>20D/40C</i>
Unauthorized Employment:			
Major (Off Campus)	I	420 (3)	30D/60T
Minor (On Campus)	II	421(3)	20D/40T
<i>Vehicles:</i>			
Traffic Offense on Campus	II	075 (3)	10D/20C
Failure to stop at gate when required	II	077 (3)	10D/20T
Parking in unauthorized space (on-campus)	II	078 (3)	10D/20C
Sitting in car during ESP	II	254 (1)	5D/10C
Repeated parking violations (more than 2)	II	074(3)	15D/30C
Registration violation (unregistered on campus)	II	079 (3)	20D/40T and loss of parking privilege for 1 semester
Unauthorized use on campus	II	081 (3)	5D/10T
Four or more vehicle offenses	II	082(3)	20D/40T and loss of parking privilege for 1 semester.

ANNEX C FORM FOR DRUG TESTING CONSENT AGREEMENT

**THE CITADEL
THE MILITARY COLLEGE OF SOUTH CAROLINA
CHARLESTON, SOUTH CAROLINA**

Consent to Drug Testing

I hereby acknowledge that I have been advised of The Citadel's "Policy on Hallucinogenic, Narcotic, and Other Controlled Drugs and Substances and Drug Paraphernalia and Drug Testing Policy." I hereby further acknowledge that I am aware of the following specific requirements of that policy (initial each item in the space provided indicating you have read it):

- _____ The Citadel will not tolerate the possession, solicitation, distribution, sale, or use of hallucinogenic, narcotic or other controlled drugs or substances of drug paraphernalia.
- _____ Violation of The Citadel's policy on controlled drugs and substances and drug paraphernalia may result in my being expelled from The Citadel.
- _____ I may be required to submit to unannounced random drug testing during the academic year.
- _____ I may be directed to submit to drug testing by officials of The Citadel if a reasonable suspicion of drug use by me exists.
- _____ Refusal to submit to drug testing in accordance with The Citadel Drug Testing Policy will be regarded as the equivalent of a positive drug test and can also result in my being expelled from The Citadel.

I have read and I understand The Citadel's "Policy on Hallucinogenic, Narcotic, and Other Controlled Drugs and Substances and Drug Paraphernalia," and by signing this form I agree to abide by the terms of that Policy, and I hereby agree to The Citadel Drug Testing Policy, and I consent to be tested for controlled drugs and substances as required by that policy. I further agree that refusal to submit to testing as required by The Citadel Drug Testing Policy may subject me to being expelled from The Citadel.

Print Full Name

Signature by Cadet

Street Address

Signature by Parent/Guardian (if minor)

City State Zip code

- a. Hazing is behavior which is inconsistent with The Citadel Core Values and dangerous to the well-being of others. Hazing is prohibited. Hazing is a violation of South Carolina Law and Citadel Regulations and is punishable by up to expulsion from The Citadel. Allowing any hazing to occur, condoning acts of hazing, or failure to immediately stop an incident of hazing where direct physical injury is most likely is also punishable by up to expulsion from The Citadel.**
- b. Hazing is defined as a wrongful striking, an unauthorized laying hand upon, threatening with violence, or offering to do bodily harm by any student to another student, or any other unauthorized treatment by one student toward another student of a tyrannical, abusive, shameful, insulting, or humiliating nature; or otherwise requiring any student to perform any personal service for another student except as specifically provided for in Cadet Regulations.**
- c. Unauthorized physical activity may be considered hazing.**

I, Cadet _____,
(LEGIBLY Print Name- Last, First, MI)

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Change Sheet for Blue Book for 2017-2018 School Year (21 Aug 2017):

Numerous changes have been made to the formatting and location of various sections of the Blue Book to make it more user friendly. The Table of Contents will be of great assistance to help you find what you need. Furthermore, in the electronic version, clicking on the Table of Contents subject will redirect you right to the paragraph you need.

Chapter & paragraph	Page(s)	Changes
1.13.1.2	12	Add: Alcohol discovered on campus will be confiscated and destroyed.
1.13.2.4	12	Add: All alcohol offenses and those offenses that are determined to be alcohol related will result in loss of parking privileges for current semester plus one and forfeiture of parking fees. Those cadets found in violation will also be prohibited from driving on campus for the same period. Finally, a fine of \$150 will be levied on those cadets found in violation to cover education and testing related to substance abuse.
1.13.3	12	Changed to read: 1.13.3 Use of Tobacco, electronic-cigarettes (e-cigs) and hookahs (to include toleration of the violation of the policy) 1.13.3.1 Upon the third offense the cadet must complete a four hour, online, education course. Payment for the course is \$25.00, which the cadet must pay when registering for the course. 1.13.3.2 Cadets may not possess tobacco, smoke, use e-cigarettes or smokeless tobacco on campus. Tobacco found on campus in possession of cadets or in their rooms will be confiscated and destroyed.
1.18.3.8.	15	Added: The exception to this rule is when cadets must move their vehicles for home football games
1.26.4.2	18	Added: Bicycles are authorized to be maintained by cadets in the barracks. Bicycles must be registered with the City of Charleston. Bicycles must be properly stored on the battalion bike rack and locked when not in operation. Bicycles are for recreation and PT use. They are not to be used to run errands, go to the snack bar, class, etc. or ridden inside the barracks or on the quad or galleries. Only the Citadel PT uniform is authorized for wear while riding a bicycle.
2.3.3.8	20	2.6.4.3 Added: Seniors and Gold Star Juniors may use the Gym in Deas Hall during ESP
2.4.2.1.1	24	Changed to read: “The disciplined environment of The Citadel requires strict accountability of cadets at all times and is established through a system of authorized absences, formations, sign-in/sign-out requirements, and All-In checks/All-Right challenges. The Regulations and Discipline Sergeant has the responsibility to ensure all formation reports are submitted in a timely manner (regardless if there is an AWOL or not) and that cadets are properly signed in and out. They will also ensure that the Duty Teams and Division Inspectors complete and submit their All-Ins”
2.5.2.3.1.	27	Added: Females are authorized to wear dress slacks or a conservative dress/skirt which is no shorter than 3 inches above the knee

2.6.3.1.9.7	32	DELETED. Topic was medical transportation.
2.6.4.2..4	32	DELETED. Topic was Ethical training and chapel attendance during CADRE
3.5.2	36	ADD: Only the authorized chain of command is allowed to give orders or make corrections to fourth class cadets
3.5.6	36	Added: “Corporals will be assigned to companies at the beginning of first semester and some will serve on cadre. They will be involved in the training of fourth class cadets but only when a junior or senior member of the chain of command is present.”
3.5.7.	36	Added: Cadet Corporals will not be allowed unsupervised interaction with fourth class cadets under any circumstances.”
3.6.1.3.	36	Added: A successful completion of a fourth class semester is recognized by: First Semester—complete knob training through Thanksgiving leave; Second Semester –complete knob training through Recognition Day.”
3..6.3.9.	38	Added: Take at least one shower daily_s
3.6.5.8.	38	Added: Fourth class cadet will eat a “square meal” identified as eyes ahead and squaring their arm and hand movements while eating. Bring the utensil to the mouth while not moving the head. The head and back will remain erect as identified in Para 3.6.5.3
4.3.2.1.	44	Blazers uniforms are permitted provided the cadet is on the way out to or coming from leave/special orders.”.
6.5.3..	50	. Corrected error in sentence: Each 25+ merits accrued by a cadet during a demerit period will result in the award of an overnight, regardless of class
6.8.3.3.	52	Added: Confinements will now be sat by CLASS instead of battalion. See below

Class Confinement Classroom Assignment

Company Duty Officer Assignments		SENIORS=JH 308	JUNIORS=JH312	SOPHOMORES=JH 313	FRESHMANJH 304
	WED PM	ALPHA	ECHO	INDIA	NOVEMBER
	FRI PM	PAPA	BRAVO	FOXTROT	KILO
	SAT 1400	OSCAR	SIERRA	CHARLIE	GOLF
	SAT 1900	LIMA	ROMEO	VICTOR	DELTA
	SUN 1400	HOTEL	MIKE	TANGO	PALMETTO BATTERY
			SPARE ROOMS=JH305,307		

6.8.9	53	Added: EMI: EXTRA MILITARY INSTRUCTION Extra military instruction is an alternative disciplinary tool that can be directed by the Cadet Company Commander and approved by their TAC. EMI is in lieu of a PR. Work will be done in and around the battalion. The only offenses in which EMI may be used as discipline are those punishments identified with a code (3) after the punishment code. No other offenses are authorized to use EMI.
Annex A	500/1	Deleted Merits for no demerits for one week (2M) and for one month (10)

Annex B	64	Changed some punishments for Vehicle violations to include lowering the loss of parking privilege's to one semester vice one year. .
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